

**US Army Corps
of Engineers**
Baltimore District

ProjNet User Manual

September 06, 2002

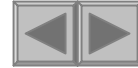


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Introduction

The ProjNet system is a management tool developed to facilitate design reviews and improve the construction quality of federal projects. As an internet-based system, it is readily accessed and used by designers, reviewers, customers, and other project stakeholders to record review comments and responses, document decisions made, and capture lessons learned. The ProjNet system is currently being used by over 30 federal agencies.

This ProjNet User Manual is designed to assist the USACE Baltimore District ProjNet users with utilizing the system and its features. The manual is organized into four main sections (Getting Started, DrChecks, Lessons Learned, and Technical Support). A Table of Contents has been provided for referencing the subsections.

The terms **Local Administrator** and **Site Administrator** used throughout this manual refer to the individuals who assist ProjNet users with registration, project access, and technical guidance. The Local Administrator contacts are currently:

Jean Swalley
(410) 962-3880
Jean.Swalley@nab02.usace.army.mil

Richard Sealover (alternate)
(410) 962-4153
Richard.A.Sealover@nab02.usace.army.mil

The Site Administrators may be contacted at:

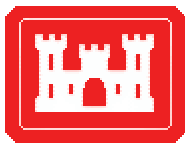
Resource Center Enterprises (RCE)
(800) 428-4357
(217) 367-3273
jmoll@interserv.com



Introduction (continued)

This manual assumes that the user is already familiar with the Microsoft Windows interface. If you need assistance with Windows features (cutting and pasting, attaching files, etc.), contact a Local Administrator for assistance.

The manual will be updated and redistributed periodically to ensure that the information and guidance provided is current, accurate, and effective. Submit recommendations for changes to a Local Administrator for incorporation in the next edition.



Registration

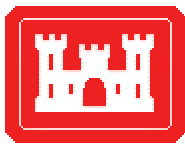
1. The first step for registration is to obtain the office password assigned to the your office, company, or USACE section. To obtain the password:

USACE Employees - Contact a Local Administrator. Provide them with your office code (i.e.CENAB-EN-D).

Customers, A-E's (new offices) - For offices new to the ProjNet system, obtain an Office Setup Request Form from a Local Administrator. Complete and return the form. The Local Administrator will coordinate with the ProjNet Site Administrators to establish an online account for your office. The Point of Contact (POC) indicated on the form will be contacted by a Site Administrator who will verify the account information and provide the office password

Customers, A-E's - Contact the designated Point of Contact (POC) within your office/company to obtain the office password. If you do not know who the POC is for your office, contact a Site Administrator.

Note: *Each separate office (i.e. customer office, A-E firm, contractor, USACE office section, etc.) is assigned a unique office password. You will only use this password when you register.*

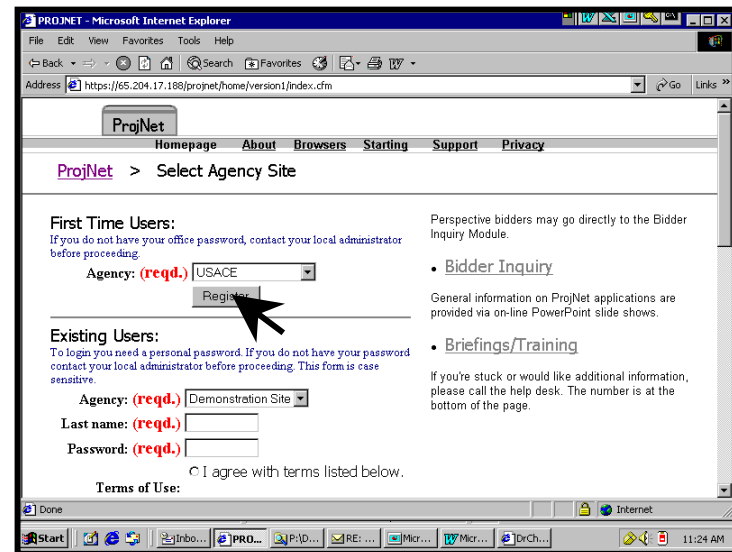


Registration (continued)

2. From Internet Explorer, type in the web address <http://www.projnet.org> and enter.



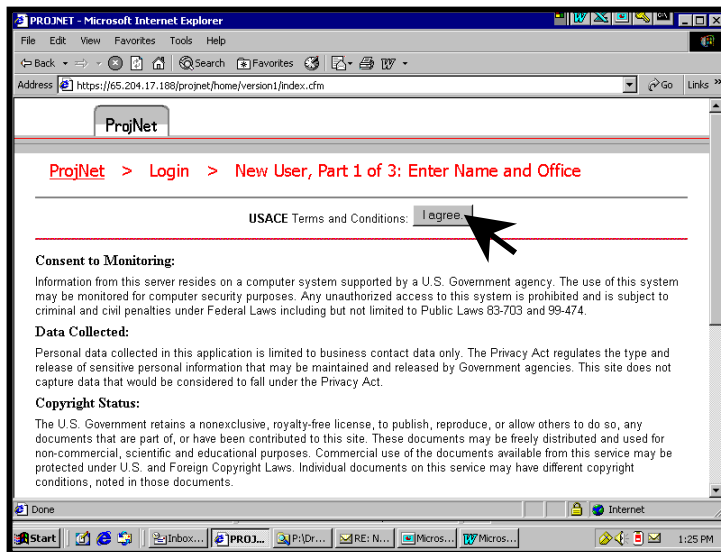
3. Under “First Time Users”, select USACE as the agency and click on “Register”.





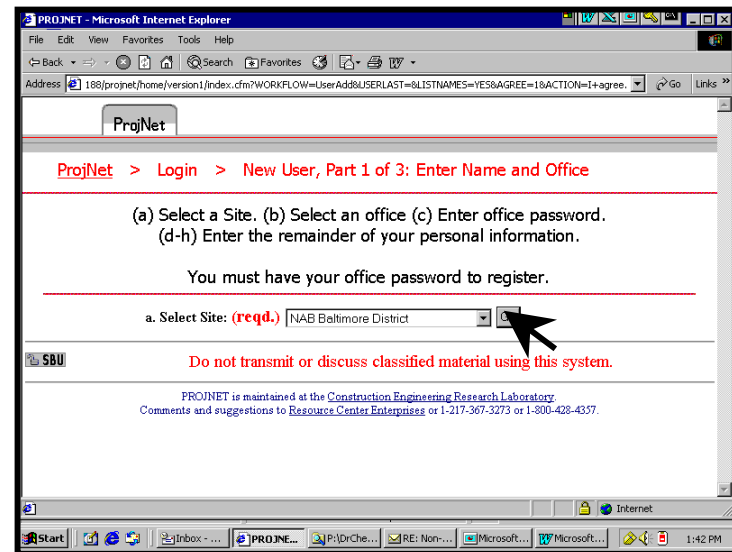
Registration (continued)

4. Read the Terms and Conditions, and click on “I agree”.



Note: By selecting “I agree”, you are indicating that you have read and understand the Terms and Conditions for using the ProjNet system.

5. Select the appropriate site from the pull-down menu, and click on “Go”.



Note: If you’re a USACE employee, select NAB Baltimore District as the site. Otherwise, select Customer, Design (A-E), Contractor, etc. as appropriate. If you aren’t sure which site to select, contact a Local Administrator for assistance.



Registration (continued)

6. Complete the registration information requested, and click on “Continue”.

ProjNet > Login > New User, Part 1 of 3: Enter Name and Office

(a) Select a Site. (b) Select an office (c) Enter office password.
(d-h) Enter the remainder of your personal information.

You must have your office password to register.

a. Select Site: (reqd.) NAB Baltimore District

b. Office: (reqd.) Mechanical/Electrical Section

c. Office Password: (reqd.) Upper/Lower case matter!

d. First name: (reqd.) Mitch

e. Last name: (reqd.) Burns

f. Email: (reqd.) Mitchell.J.Burns@usace.army.mil

g. Your discipline: (reqd.) Mechanical

7. Your personal password will be displayed. Document this for future use.

ProjNet > Login > New User, Part 2 of 3: Edit Account

The password for this account is . The next time you visit you will need to login, and use your password, before you can access the program.

Please complete the following personal information. To receive technical support the secret question and answer must be completed.

a. First name: (reqd.) Mitch

b. Last name: (reqd.) Burns

c. Email: (reqd.) Mitchell.J.Burns@usace.army.mil

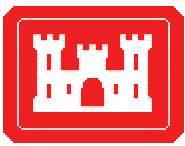
d. Phone: (reqd.) 410-962-3902

e. Discipline: (reqd.) Mechanical

f. Office: Mechanical/Electrical Section

g. Street: (opt.) 110 South Howard Street

Note: Your personal password is case sensitive. Be sure to copy it down exactly as it appears on screen.



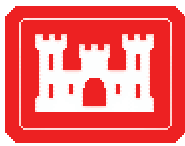
Registration (continued)

8. Scroll down the screen, provide a secret question/answer, and click “Continue”.

Note: The secret question is used by ProjNet administrators to verify your identity. The question should be one that only you would readily know the answer to (such as “What is my dog’s name?”).

9. You are now registered.

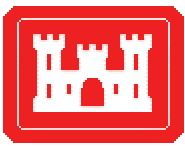
Note: You will automatically be assigned default functions (i.e. designer, reviewer, etc.) based on your selected site. Local Administrators can assign special functions to you (i.e. project manager, review manager, etc.) as required.



Logging In

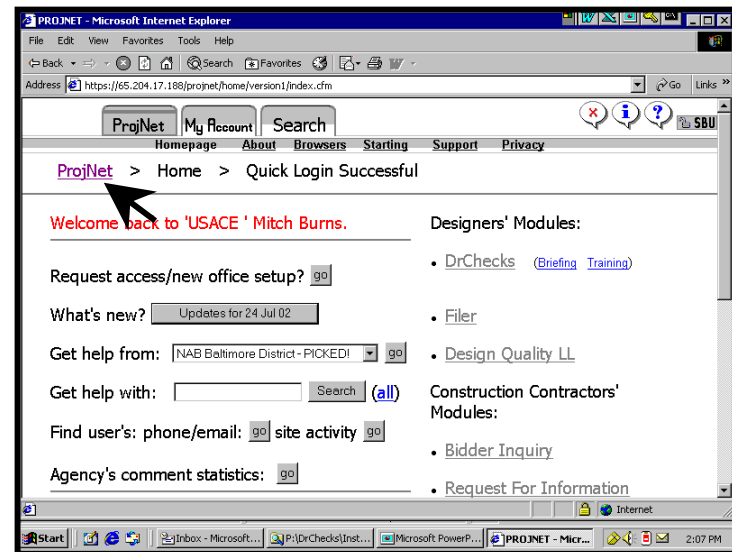
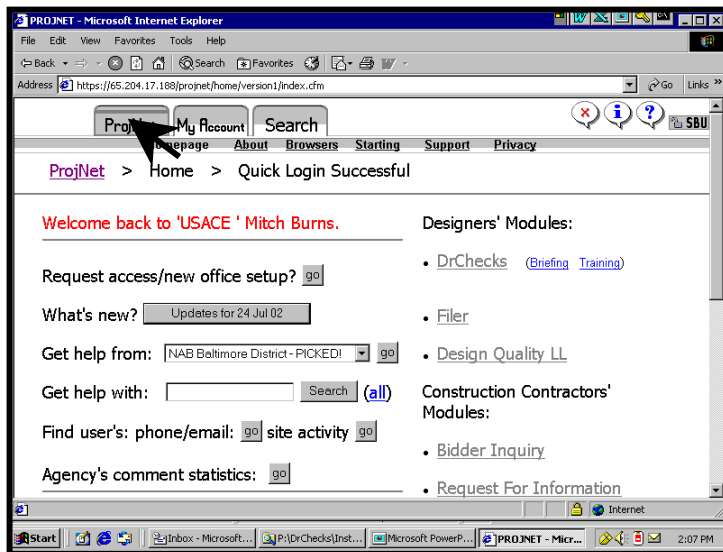
1. Select USACE as the agency. Enter your last name and password. Click “Login”.
2. Once logged in, the ProjNet homepage screen will be displayed.

Note: If you have forgotten your password, contact a Local Administrator (if a USACE employee) or a Site Administrator (if a Customer, A-E, or other non-USACE user).



Program Overview

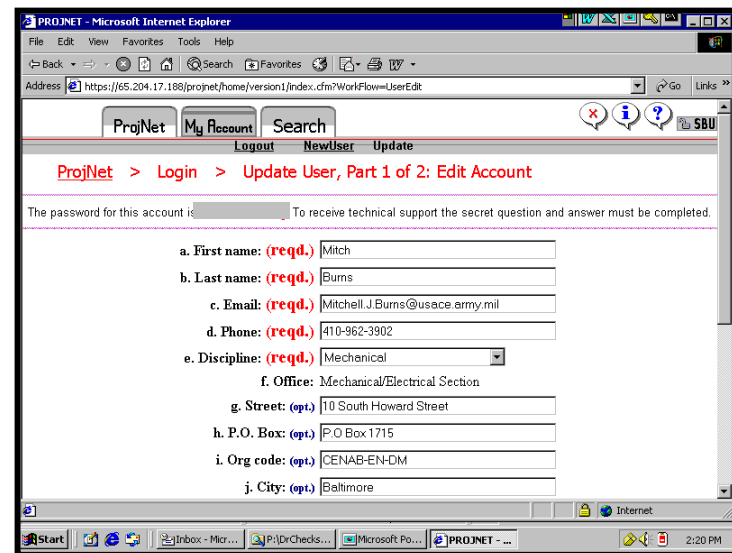
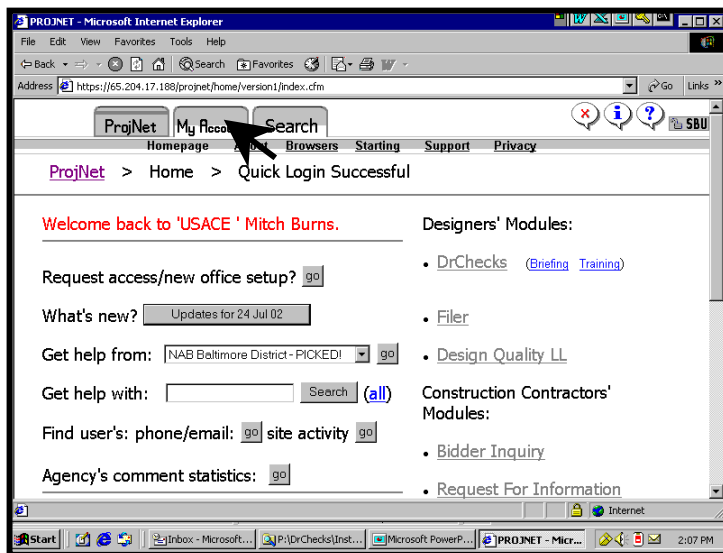
1. Select the “ProjNet” tab at any time to return to the ProjNet homepage. You can also return to the homepage by clicking the “ProjNet” link.

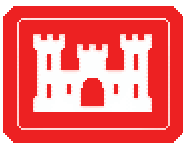




Program Overview (continued)

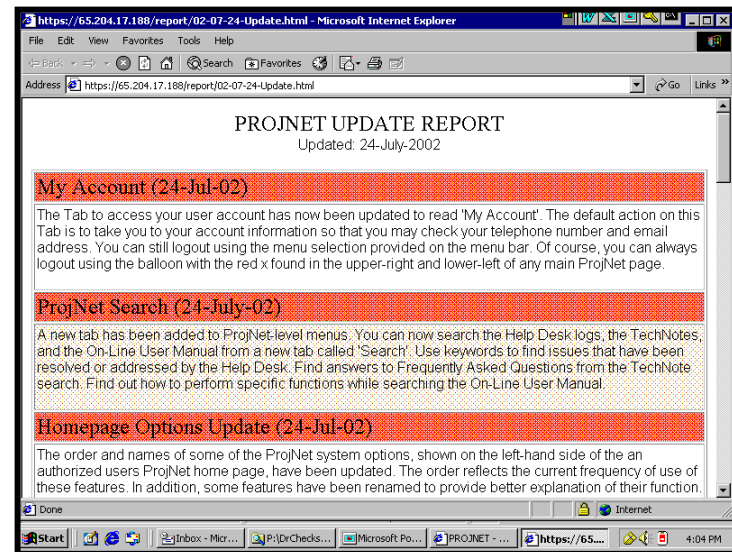
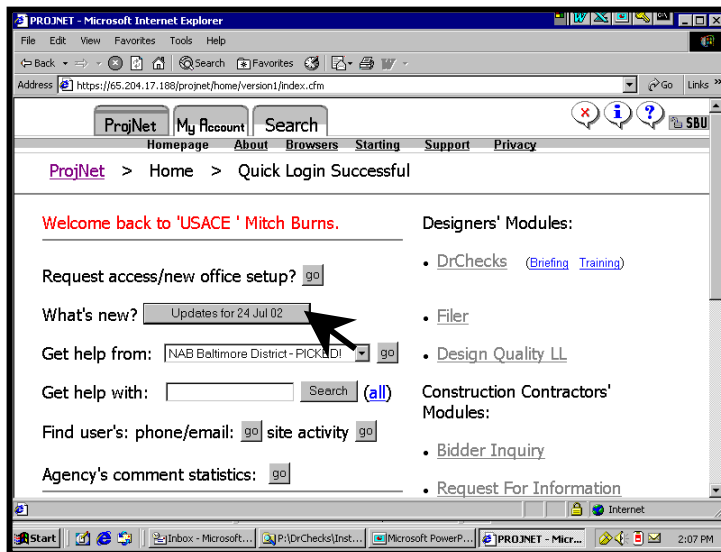
- To review and update your account information, select the “My Account” tab at the top of the screen.

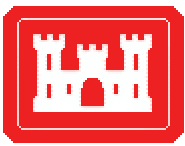




Program Overview (continued)

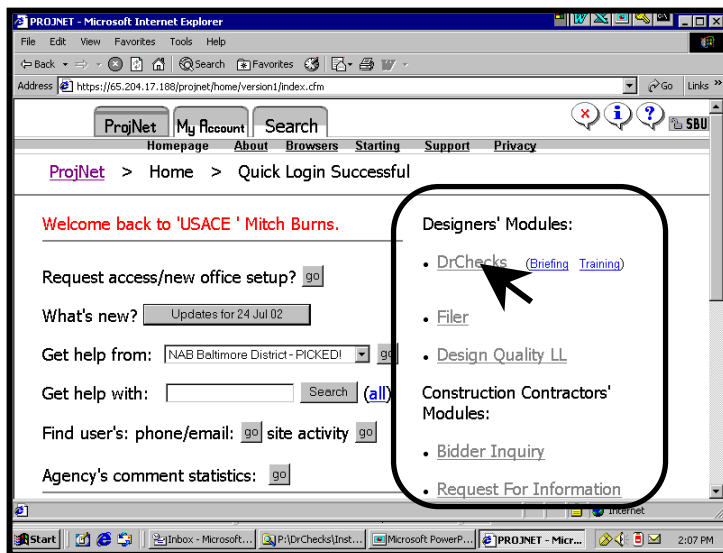
3. For a summary of the latest ProjNet updates, go to the “What’s new?” screen.





Program Overview (continued)

- To use a ProjNet program, select the link from among the available modules listed on the right side of the screen.

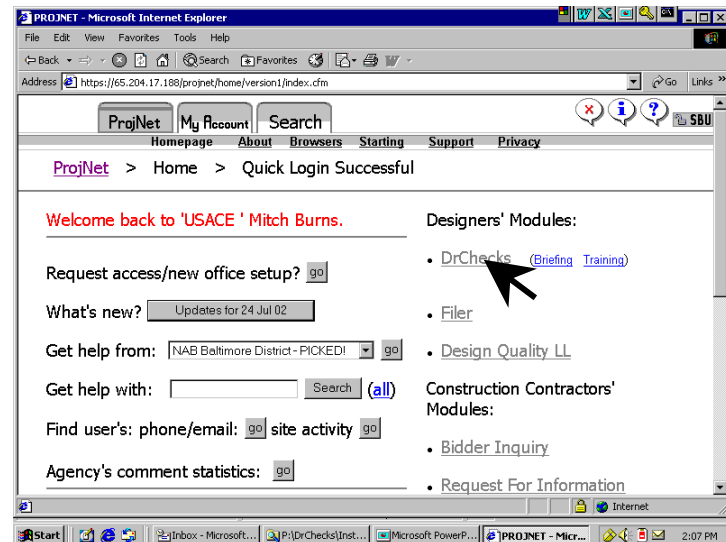




DrChecks Overview

The DrChecks System is a review management tool designed to improve the review process by facilitating communication and documentation. As an online system, it provides an accessible forum for communication among designers, reviewers, customers, and other stakeholders regardless of their geographic location. It records review comments and responses, and provides for the attachment of related correspondence, graphics, and other project documentation. It also provides a variety of reporting options for real-time project tracking.

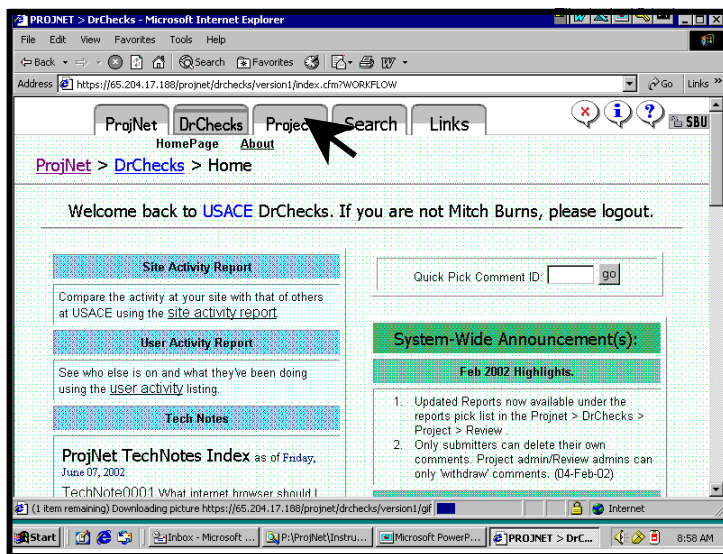
To access the module, select the **DrChecks** link from the ProjNet homepage.



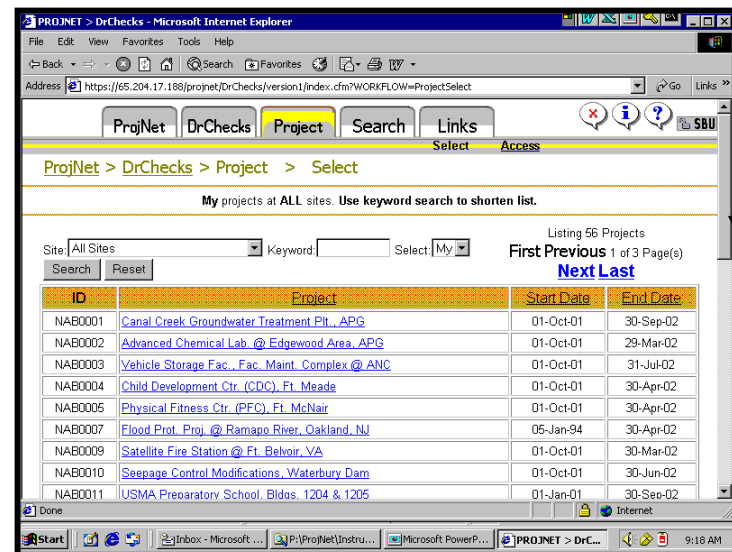


Selecting Reviews

1. Click on the “Project” tab at the top of the screen.



2. A list of projects you have access to will be displayed. Scroll to locate the project.



Note: If the project list is more than one page long, use the “First”, “Next”, “Previous”, and “Last” links to view the complete list of available projects.



Selecting Reviews (continued)

- The default display lists projects in the order of their ID numbers. To reorder alphabetically or by review date, click on the corresponding column heading.

ProjNet > DrChecks > Project > Select

My projects at ALL sites. Use keyword search to shorten list.

Site: All Sites Keyword: Select: My

Listing 56 Projects
First Previous 1 of 3 Page(s)
Next Last

ID	Project	Start Date	End Date
NAB0001	Canal Creek Groundwater Treatment Plt.	01-Oct-01	30-Sep-02
NAB0002	Advanced Chemical Lab. @ Edgewood Area, APG	01-Oct-01	29-Mar-02
NAB0003	Vehicle Storage Fac., Fac. Maint. Complex @ ANC	01-Oct-01	31-Jul-02
NAB0004	Child Development Ctr. (CDC), Ft. Meade	01-Oct-01	30-Apr-02
NAB0005	Physical Fitness Ctr. (PFC), Ft. McNair	01-Oct-01	30-Apr-02
NAB0007	Flood Prot. Proj. @ Ramapo River, Oakland, NJ	05-Jan-94	30-Apr-02
NAB0009	Satellite Fire Station @ Ft. Belvoir, VA	01-Oct-01	30-Mar-02
NAB0010	Seepage Control Modifications, Waterbury Dam	01-Oct-01	30-Jun-02
NAB0011	USMA Preparatory School, Bldgs. 1204 & 1205	01-Jan-01	30-Sep-02

ProjNet > DrChecks > Project > Select

My projects at ALL sites. Use keyword search to shorten list.

Site: All Sites Keyword: Select: My

Listing 56 Projects
First Previous 1 of 3 Page(s)
Next Last

ID	Project	Start Date	End Date
NAB0002	Advanced Chemical Lab. @ Edgewood Area, APG	01-Oct-01	29-Mar-02
NAB0060	Banneker SHS, Science Lab Renov., DCPS	01-Jan-02	30-Jul-02
NAB0033	Bell/Lincoln Modernization, DCPS	08-Oct-01	30-Dec-02
NAB0051	Bldg. 320 Admin. Area HVAC & Cleaning Area, LEAD	01-Oct-01	30-Jun-02
NAB0016	Bldg. 370 - Internal Rooms	01-Jan-02	30-Sep-02
NAB0027	Boiler Refurbishment @ Various Schools, DCPS	01-Feb-02	30-Dec-02
NAB0073	Book Storage Mod. 2 Facility, Library of Congress	25-Jul-02	30-Apr-03
NAB0043	C&O Canal Rewatering Proj., MD	01-Jan-01	30-Sep-02
NAB0001	Canal Creek Groundwater Treatment Plt., APG	01-Oct-01	30-Sep-02



Selecting Reviews (continued)

4. You can also search for projects by a keyword. Any projects with the keyword in the title are displayed.

ProjNet > DrChecks > Project > Select

My projects at ALL sites. Use keyword search to shorten list.

Site: All Sites Keyword: sample Select: My

Listing 56 Projects
First Previous 1 of 3 Page(s)
Next Last

ID	Project	Start Date	End Date
NAB0001	Canal Creek Groundwater Treatment Plt., APG	01-Oct-01	30-Sep-02
NAB0002	Advanced Chemical Lab. @ Edgewood Area, APG	01-Oct-01	29-Mar-02
NAB0003	Vehicle Storage Fac., Fac. Maint. Complex @ ANC	01-Oct-01	31-Jul-02
NAB0004	Child Development Ctr. (CDC), Ft. Meade	01-Oct-01	30-Apr-02
NAB0005	Physical Fitness Ctr. (PFC), Ft. McNair	01-Oct-01	30-Apr-02
NAB0007	Flood Prot. Proj. @ Ramapo River, Oakland, NJ	05-Jan-94	30-Apr-02
NAB0009	Satellite Fire Station @ Ft. Belvoir, VA	01-Oct-01	30-Mar-02
NAB0010	Seepage Control Modifications, Waterbury Dam	01-Oct-01	30-Jun-02
NAB0011	USMA Preparatory School, Bldgs. 1204 & 1205	01-Jan-01	30-Sep-02

ProjNet > DrChecks > Project > Select

My projects at ALL sites. Use keyword search to shorten list.

Site: All Sites Keyword: sample Select: My

Listing 1 Projects
First Previous 1 of 1 Page(s)
Next Last

ID	Project	Start Date	End Date
NABsmpl	Sample Project	25-Jul-02	31-Dec-02

If the project you expected to see is not on this list, it is likely to be at another site.
To find a specific project, use a word from project title as keyword and search all sites.

If you cannot find the project you need, you may contact a manager from the [Access](#) menubar selection.

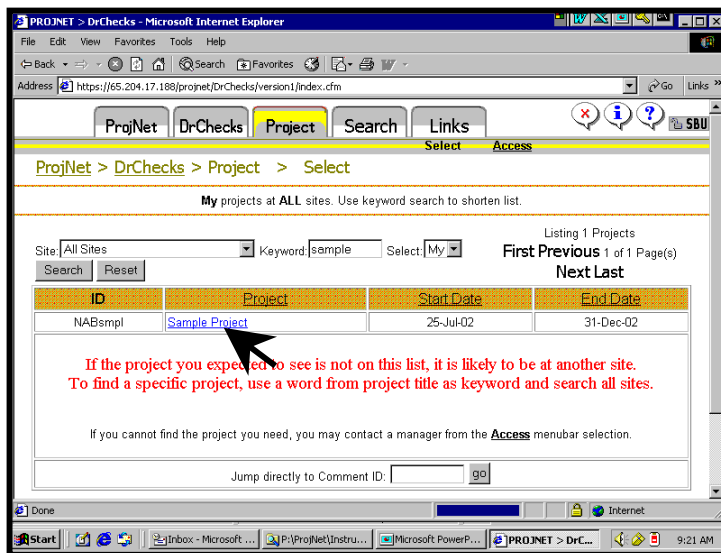
Jump directly to Comment ID: go

Note: The projects displayed are those to which you have been assigned access. If your search doesn't return the project you need, contact a Local Administrator for access.

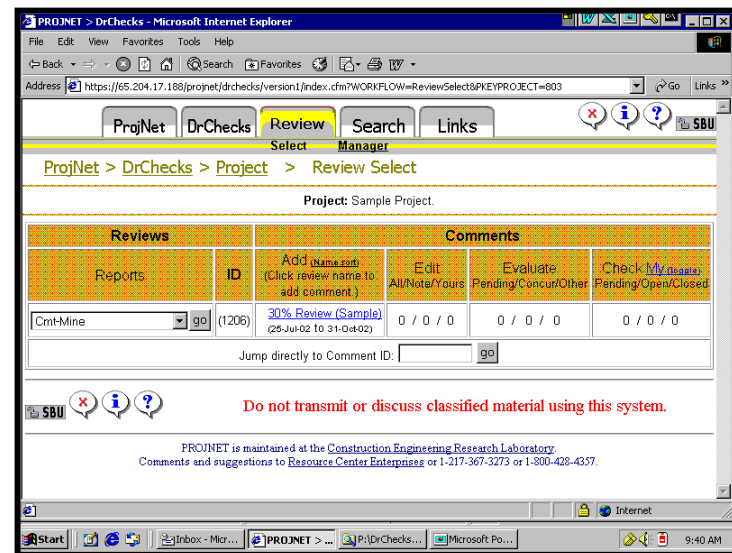


Selecting Reviews (continued)

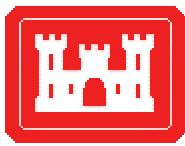
5. When you've located the project, click on the project title.



6. The available reviews for the selected project are displayed.

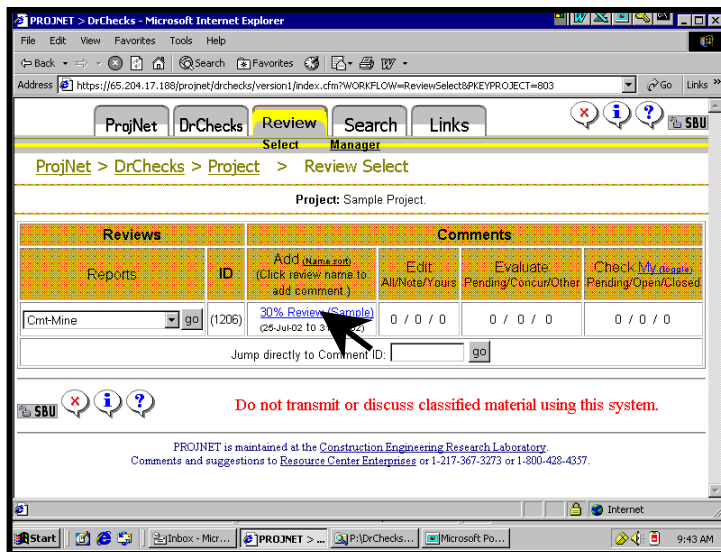


Note: The reviews displayed are those to which you have been assigned access. If you need a project review that is not displayed on your screen, contact a Local Administrator.

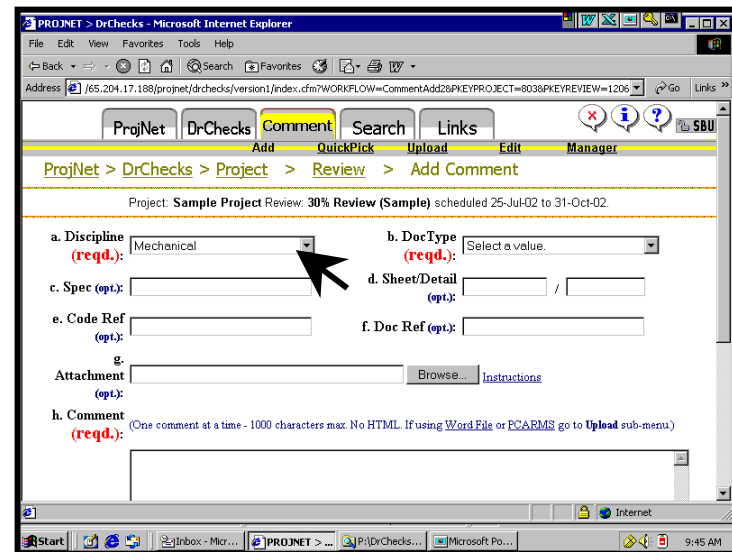


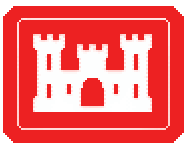
Adding Comments

1. Click on the review title.



2. Select the discipline from the menu that best matches the subject of the comment.





Adding Comments (continued)

3. Select the type of review document(s) that the comment is based on.

ProjNet > DrChecks > Project > Review > Add Comment

Project: Sample Project Review. 30% Review (Sample) scheduled 25-Jul-02 to 31-Oct-02

a. Discipline (reqd.): Mechanical

b. DocType (reqd.): Specifications

c. Spec (opt.):

d. Sheet/Detail (opt.): /

e. Code Ref (opt.):

f. Doc Ref (opt.):

g. Attachment (opt.): Browse... Instructions

h. Comment (reqd.): (One comment at a time - 1000 characters max. No HTML. If using Word File or PCARMS go to Upload sub-menu.)

4. Complete the pertinent information as necessary to reference the comment.

ProjNet > DrChecks > Project > Review > Add Comment

Project: Sample Project Review. 30% Review (Sample) scheduled 25-Jul-02 to 31-Oct-02

a. Discipline (reqd.): Mechanical

b. DocType (reqd.): Specifications

c. Spec (opt.): 14211 para. 1.1

d. Sheet/Detail (opt.): /

e. Code Ref (opt.):

f. Doc Ref (opt.):

g. Attachment (opt.): Browse... Instructions

h. Comment (reqd.): (One comment at a time - 1000 characters max. No HTML. If using Word File or PCARMS go to Upload sub-menu.)



Adding Comments (continued)

5. If desired, attach reference files to the comment using the “Browse” feature.

ProjNet > DrChecks > Project > Review > Add Comment

Project: Sample Project Review: 30% Review (Sample) scheduled 25-Jul-02 to 31-Oct-02

a. Discipline (reqd.): Mechanical

b. DocType (reqd.): Specifications

c. Spec (opt.): 14211 para. 1.1

d. Sheet/Detail (opt.): /

e. Code Ref (opt.):

f. Doc Ref (opt.):

Attachment (opt.): P:\VEREQ.doc [Browse...](#) [Instructions](#)

h. Comment (reqd.):

6. Type the comment into the field provided.

Project: Sample Project Review: 30% Review (Sample) scheduled 25-Jul-02 to 31-Oct-02

a. Discipline (reqd.): Mechanical

b. DocType (reqd.): Specifications

c. Spec (opt.): 14211 para. 1.1

d. Sheet/Detail (opt.): /

e. Code Ref (opt.):

f. Doc Ref (opt.):

Attachment (opt.): P:\VEREQ.doc [Browse...](#) [Instructions](#)

h. Comment (reqd.): (One comment at a time - 1000 characters max. No HTML. If using Word File or PCARMS go to Upload sub-menu.)

Justify the use of 350 fpm speed of the elevator given the amount of vertical travel. A slower speed would allow a smaller motor.

i. Lessons Learned: (opt.) ☒ No ☐ Yes

Note: You can cut-and-paste the comments from a Word document. You can also upload the comments into DrChecks from a Word Template; contact a Site Administrator for assistance.



Adding Comments (continued)

7. Click on “Yes” for Lessons Learned if the comment is to be considered as a DQLL.

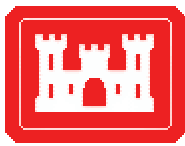
The screenshot shows the 'Add Comment' form in a Microsoft Internet Explorer browser. The address bar shows the URL: /65.204.17.188/projnet/drchecks/version1/index.cfm?WORKFLOW=CommentAdd&PKEYPROJECT=8038PKEYREVIEW=1206. The form includes fields for 'Attachment' (P:\VEREQ.doc), 'Comment' (Justify the use of 350 fpm speed of the elevator given the amount of vertical travel. A slower speed would allow a smaller motor.), and 'Lessons Learned' (radio buttons for 'No' and 'Yes', with 'Yes' selected). A mouse cursor points to the 'Yes' radio button. Below the form are buttons for 'Add Comment', 'Add & Copy', and 'Add & Clear'. A security warning at the bottom states: 'Do not transmit or discuss classified material using this system.'

Note: See the discussion on lessons learned in the Design Quality Lessons Learned (DQLL) section of this manual.

8. Click on “Yes” for Critical Issue to flag the comment as a high priority.

The screenshot shows the same 'Add Comment' form as the previous one, but with the 'Critical Issue' section (radio buttons for 'No' and 'Yes', with 'Yes' selected) highlighted. A mouse cursor points to the 'Yes' radio button. The rest of the form and the security warning are identical to the previous screenshot.

Note: Flag comments as critical if they significantly impact the schedule, budget, or scope, or if they require immediate attention by the Design Team Leader, Project Manager, or Customer.



Adding Comments (continued)

9. Click on “Add Comment” to submit the comment and return to comment screen.

10. The required fields will default to the previous information.

Note: The “Add & Copy” and “Add & Clear” buttons also submit the comment. “Add & Copy” returns the comment screen with previous comment information still shown. “Add & Clear” returns the screen with all blank fields.



Adding Comments (continued)

11. Repeat steps 2-9 until all comments are added. Click on the “Review” link.

12. The recorded comments are shown by the numbers in the “Edit” column.

Reports	ID	Add (name, add) (Click review name to add comment.)	Edit All/Note/Yours	Evaluate Pending/Concur/Other	Check My/Status Pending/Open/Closed
Cmt-Mine	(1206)	30% Review (Sample) (25-Jul-02 to 31-Oct-02)	4 / 0 / 4	4 / 0 / 0	0 / 0 / 0

Jump directly to Comment ID: go

Do not transmit or discuss classified material using this system.

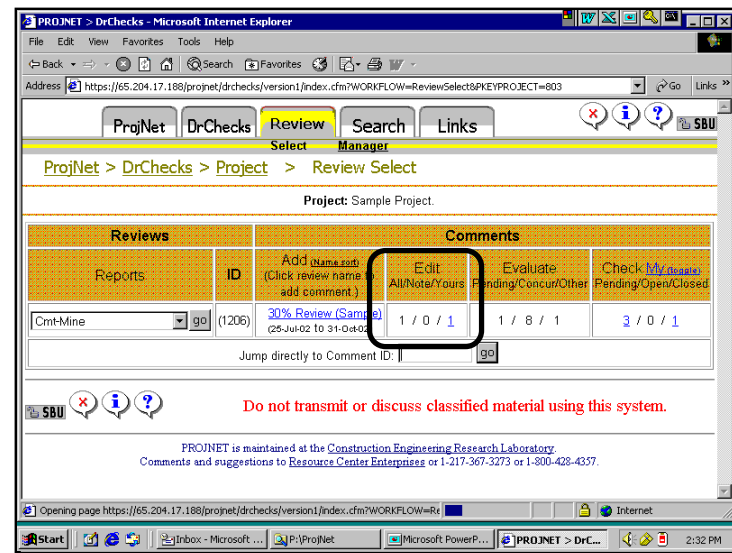
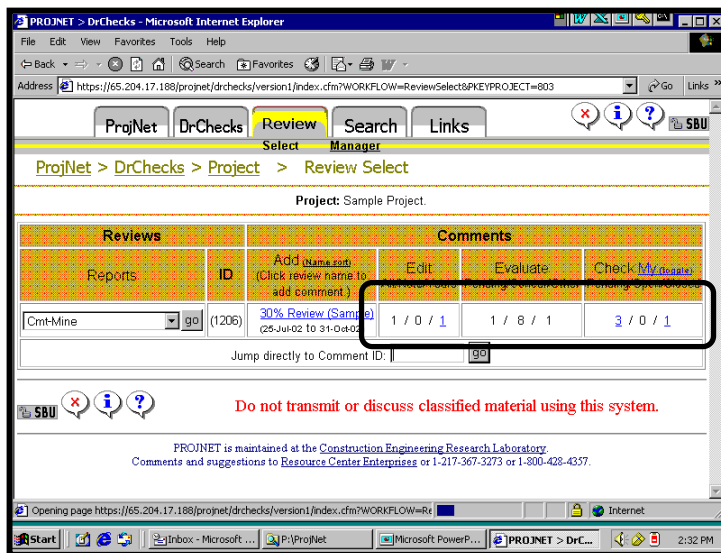
ProjNet is maintained at the [Construction Engineering Research Laboratory](#).
Comments and suggestions to [Resource Center Enterprises](#) or 1-217-367-3273 or 1-800-428-4337.

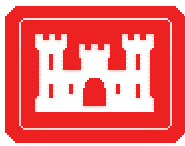
Note: If the numbers in the “Edit” column don’t reflect the comments you have entered, contact a Local Administrator for assistance.



Selecting Comments

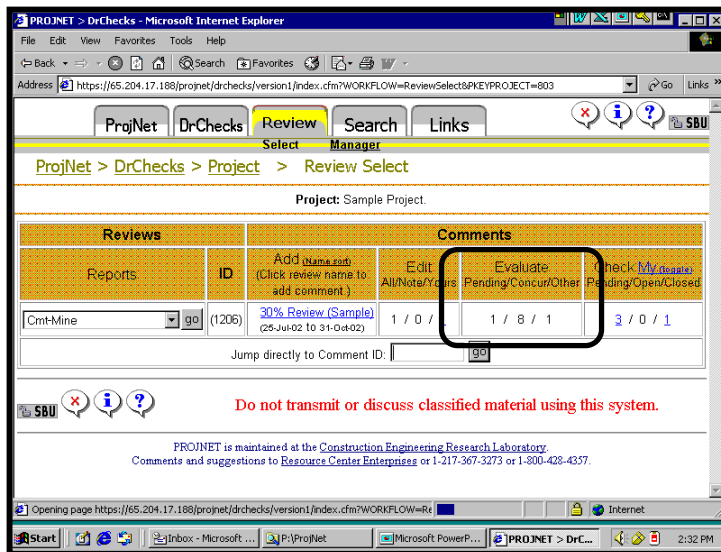
1. The status of submitted comments is reflected in the Comments columns.
2. The “Edit” column indicates comments that have not been evaluated.



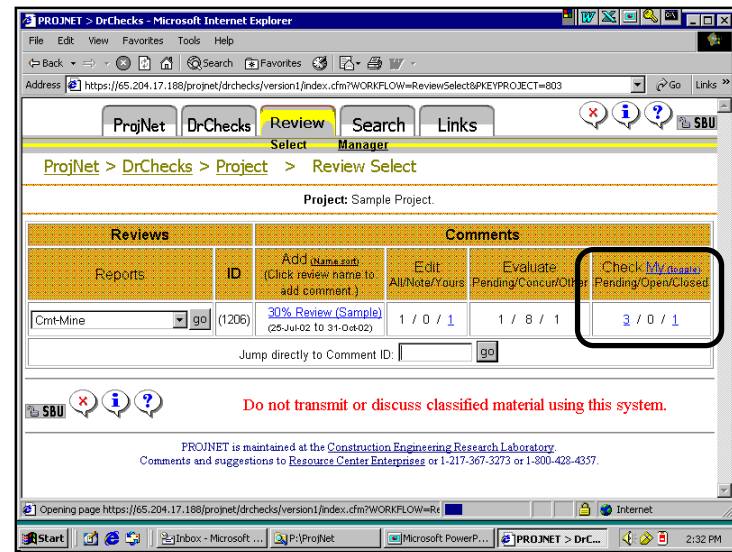


Selecting Comments (continued)

3. The “Evaluate” column shows the evaluation status of all comments.



4. The “Check” column default shows the backcheck status of your comments.

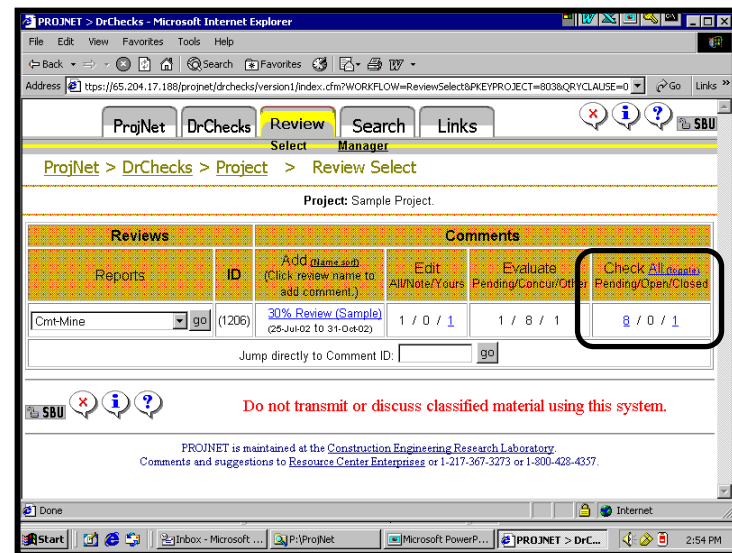
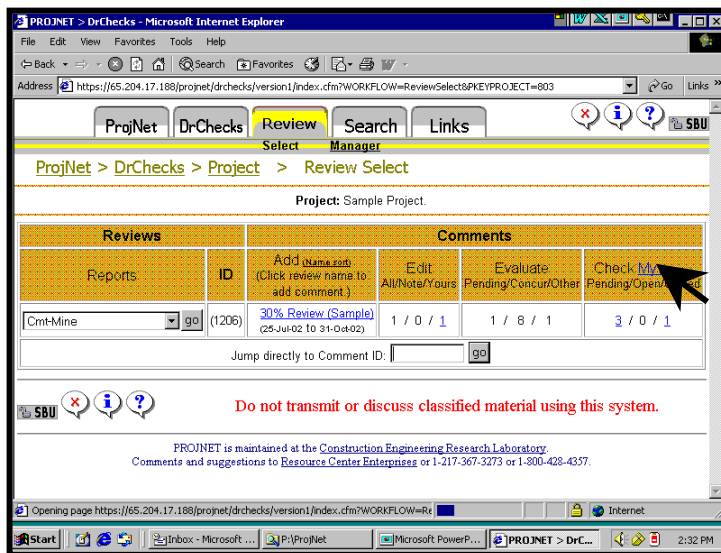


Note: “Pending” means that the action (evaluation or backcheck) has not yet been performed..



Selecting Comments (continued)

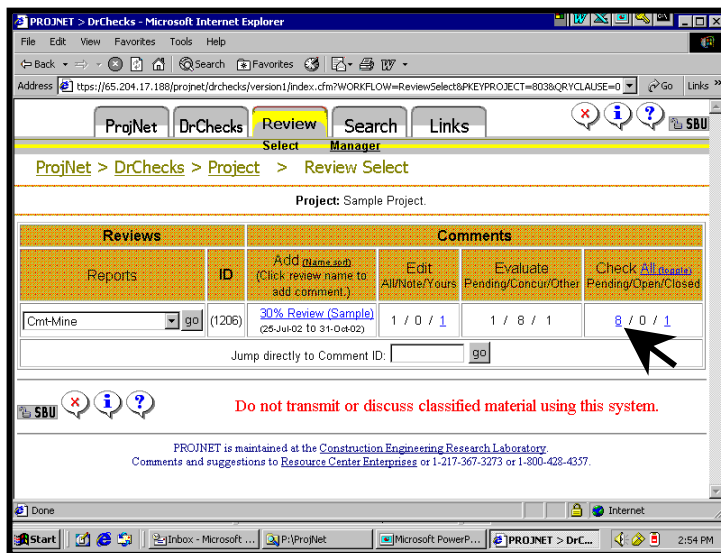
- To display the backcheck status of all comments, click on the blue highlighted word “My” in the “Check” column heading to toggle the link to “All”.



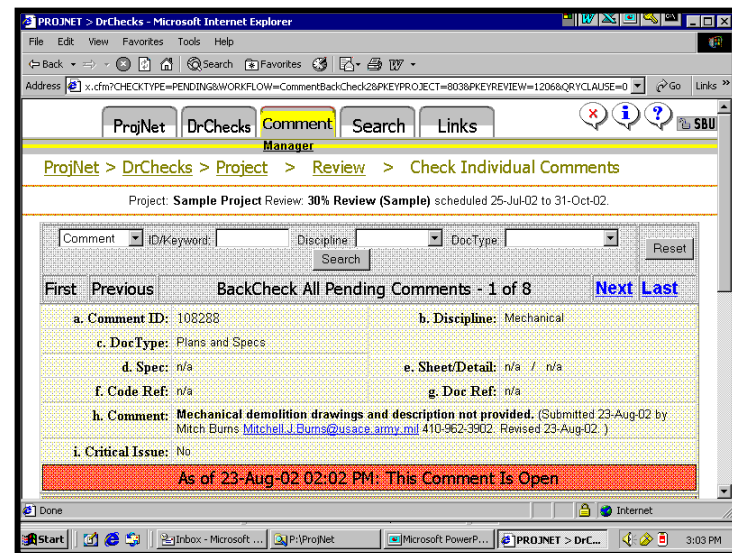


Selecting Comments (continued)

6. To view the Comment pages, click on the appropriate highlighted number link.



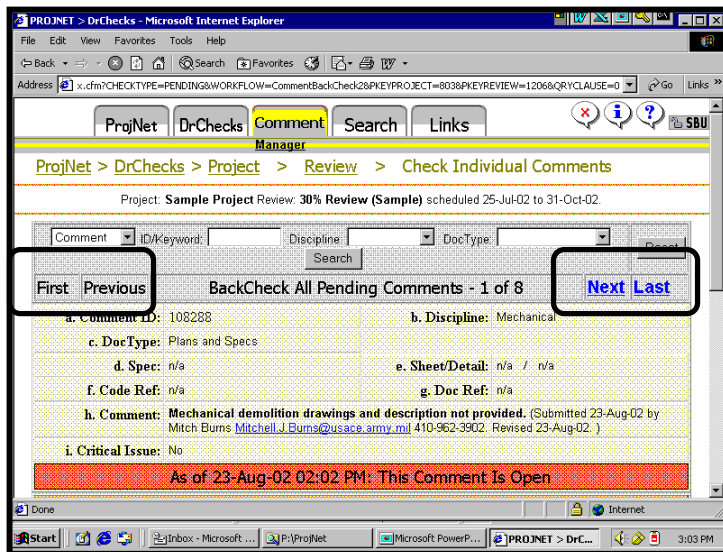
7. The Comment screen displays submitted comments one at a time.



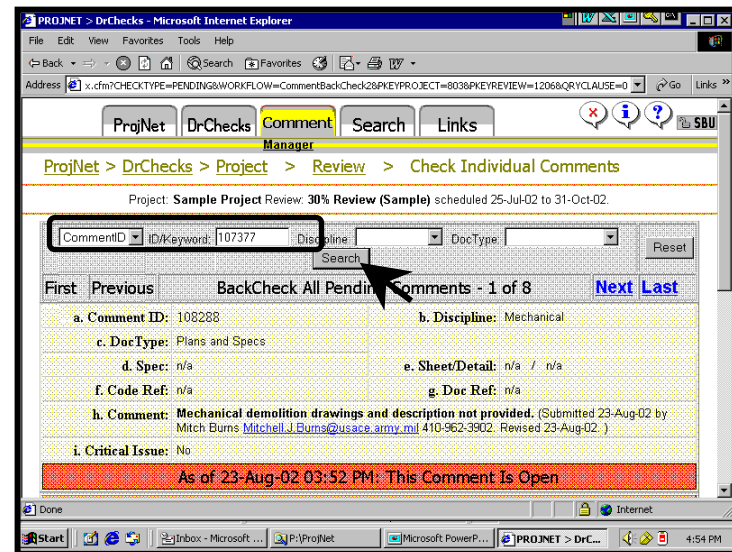


Selecting Comments (continued)

8. Use “First”, “Previous”, “Next” and “Last” links to view individual comments.



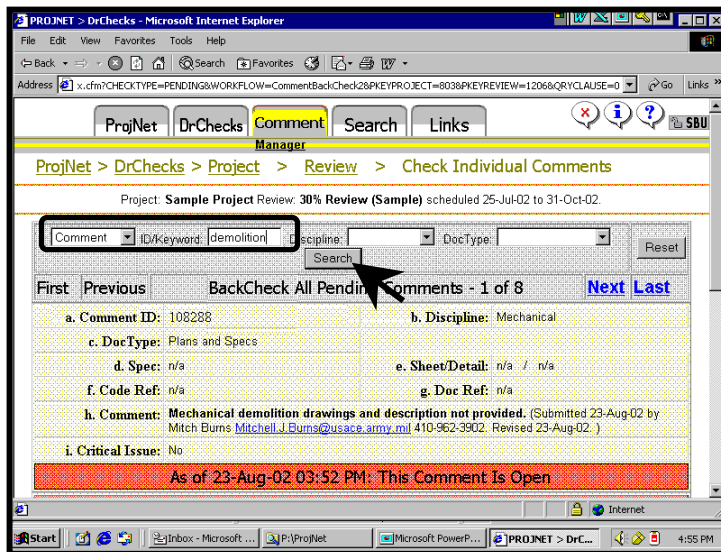
9. To search for a comment by number, select “Comment ID” and enter number.



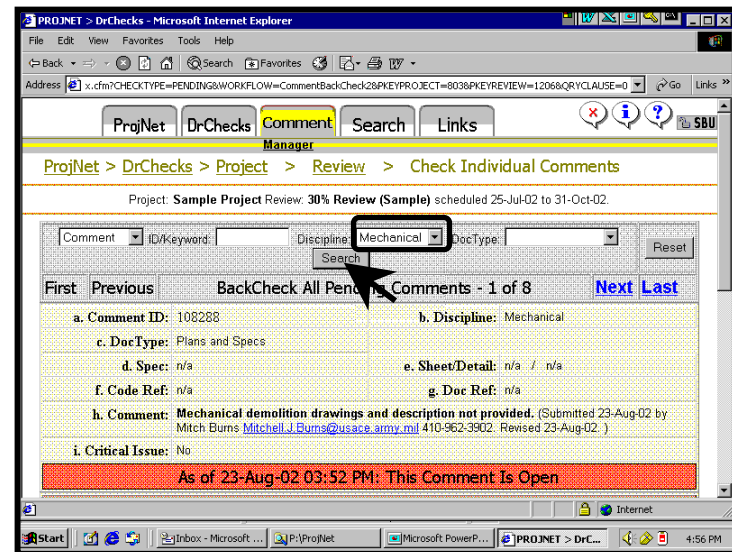


Selecting Comments (continued)

10. To search for comments by topic, select “Comment” and enter a keyword.



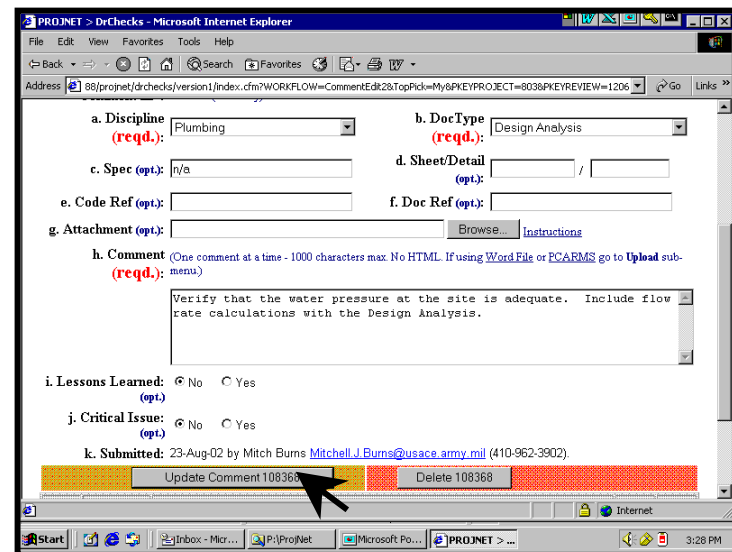
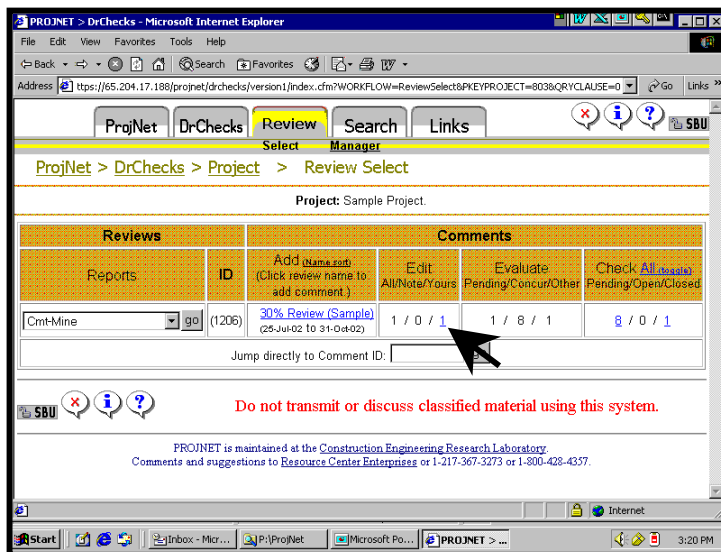
11. To search for comments by discipline or document type, select the menu category.





Editing/Deleting Comments

1. Access your comments by clicking on the number link in the “Edit - Yours” column.
2. Locate the comment, make the changes, and click “Update Comment”.



Note: For tips on searching and filtering comments, see the “Selecting Comments” section of this manual.



Editing/Deleting Comments (continued)

3. To delete the comment entirely, click “Delete”.

PROJNET > DrChecks - Microsoft Internet Explorer

Address: 88/projnet/drchecks/version1/index.cfm?WORKFLOW=CommentEdit2&TopPic=My&KEYPROJECT=8038&KEYREVIEW=1206

a. Discipline (reqd.): Plumbing

b. DocType (reqd.): Design Analysis

c. Spec (opt.): n/a

d. Sheet/Detail (opt.): /

e. Code Ref (opt.):

f. Doc Ref (opt.):

g. Attachment (opt.): Browse... Instructions

h. Comment (reqd.): (One comment at a time - 1000 characters max. No HTML. If using Word File or PCARMS go to Upload sub-menu.)
Verify that the water pressure at the site is adequate.

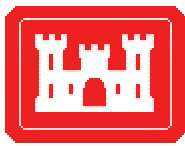
i. Lessons Learned (opt.): ☐ No ☐ Yes

j. Critical Issue (opt.): ☐ No ☐ Yes

k. Submitted: 23-Aug-02 by Mitch Burns Mitchell.J.Burns@usace.army.mil (410-962-3902).

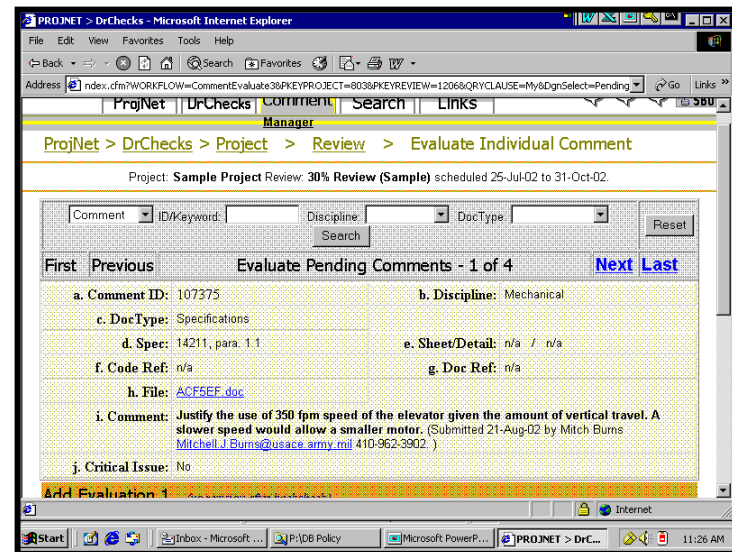
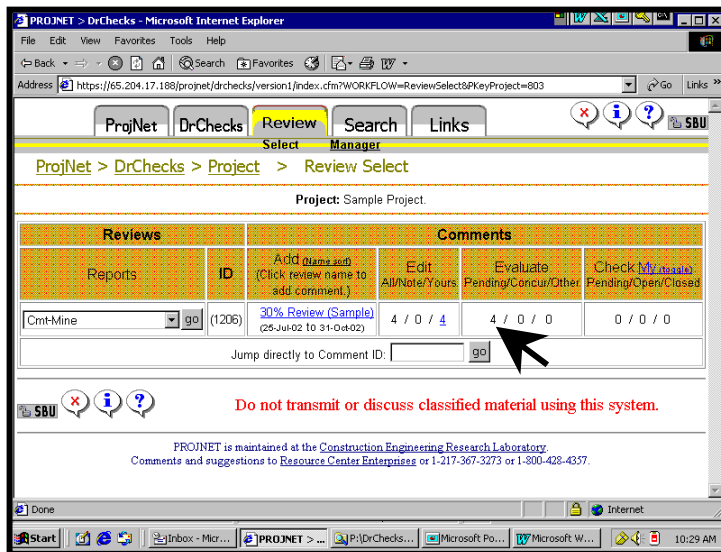
Update Comment 108368 Delete 108368

Note: Comments can only be edited or deleted by the original author, a review manager, or an administrator. Comments cannot be edited once they've been evaluated.

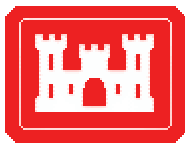


Evaluating Comments

1. From the review page, click on the link in the “Evaluate - Pending” column.
2. The Comment screen displays pending comments one at a time.



Note: For tips on searching and filtering comments, see the “Selecting Comments” section of this manual.



Evaluating Comments (continued)

3. Review the submitted comment, including any attached reference files.

ProjNet > DrChecks > Project > Review > Evaluate Individual Comment

Project: Sample Project Review: 30% Review (Sample) scheduled 25-Jul-02 to 31-Oct-02.

Comment ID: 107375 Discipline: Mechanical DocType: Specifications Spec: 14211, para. 1.1 Sheet/Detail: n/a / n/a Code Ref: n/a Doc Ref: n/a

h. File: ACF5EE.doc

i. Comment: Justify the use of 350 fpm speed of the elevator given the amount of vertical travel. A slower speed would allow a smaller motor. (Submitted 21-Aug-02 by Mitch Burns Mitchell.J.Burns@usace.army.mil 410-962-3902.)

j. Critical Issue: No

Note: Each comment includes the contact information for the individual who entered it.

4. Scroll down to the evaluation section, and select the appropriate response.

j. Critical Issue: No

Add Evaluation (no revision after backcheck)

a. Status (reqd.): ☒ Concur ☐ Non-Concur ☐ For Information Only ☐ Check and Resolve

b. Discussion (reqd.):

c. Potential Impacts (opt.): ☐ Scope Impact ☐ Cost Impact ☐ Schedule Impact

d. Attachment (opt.): Browse... Instructions

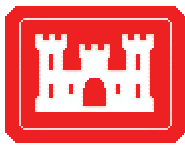
Add Evaluation 1

First Previous Evaluate Pending Comments - 1 of 4 Next Last

Do not transmit or discuss classified material using this system.

PROJNET is maintained at the Construction Engineering Research Laboratory
Comments and suggestions to Resource Center Enterprise or 1-217-367-3273 or 1-800-428-4337.

Note: Select “For Information Only” when providing requested information (i.e. concur/non-concur action not required). Select “Check and Resolve” when you can neither concur or non-concur without further study.



Evaluating Comments (continued)

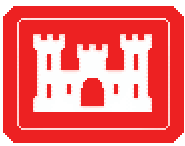
5. Enter pertinent evaluation information in the “Discussion” field.

The screenshot shows the 'Add Evaluation 1' form in the ProjNet DrChecks application. The 'Critical Issue' field is set to 'No'. The 'Status (reqd.)' field has radio buttons for 'Concur', 'Non-Concur', 'For Information Only', and 'Check and Resolve'. The 'Discussion (reqd.)' text area contains the text 'Reduced the speed to 150 fpm.' and is highlighted with a black rectangle. The 'Potential Impacts (opt.)' section has checkboxes for 'Scope Impact', 'Cost Impact', and 'Schedule Impact'. The 'Attachment (opt.)' field has a 'Browse...' button and a link to 'Instructions'. The form includes 'First', 'Previous', 'Next', and 'Last' navigation buttons, and a status bar indicating 'Evaluate Pending Comments - 1 of 4'. A security warning at the bottom states: 'Do not transmit or discuss classified material using this system.' The footer mentions 'PROJNET is maintained at the Construction Engineering Research Laboratory'.

6. Indicate any potential impacts of incorporating the comment.

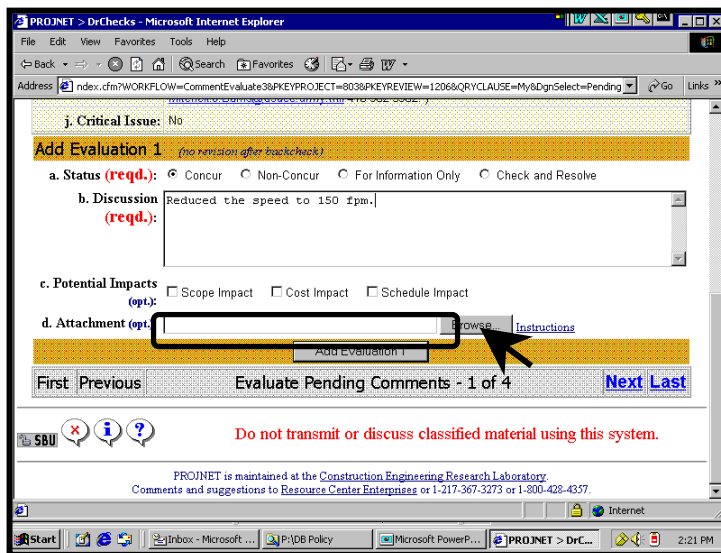
This screenshot shows the same 'Add Evaluation 1' form, but with the 'Potential Impacts (opt.)' section highlighted by a black rectangle. The checkboxes for 'Scope Impact', 'Cost Impact', and 'Schedule Impact' are visible. The 'Discussion' field still contains 'Reduced the speed to 150 fpm.'. The rest of the form, including the navigation buttons and security warning, is identical to the previous screenshot.

Note: Indicate potential impacts of comments on project scope, cost, and schedule to ensure the reviewers and other stakeholders are informed.

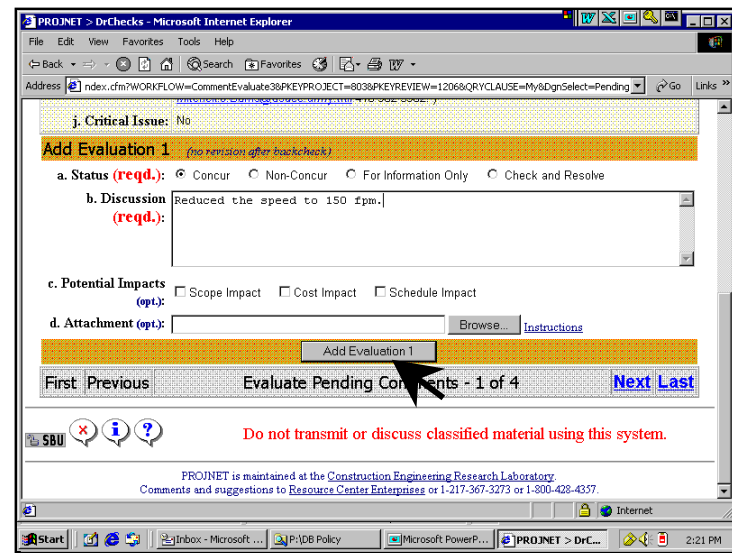


Evaluating Comments (continued)

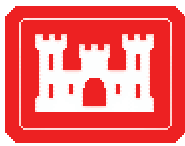
7. Attach any related reference files to the comment using the “Browse” feature.



8. To enter the response, click the “Add Evaluation” button.

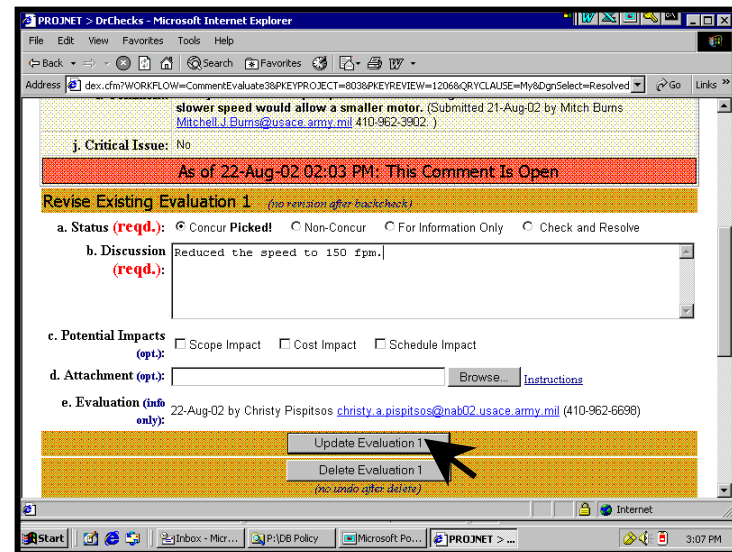
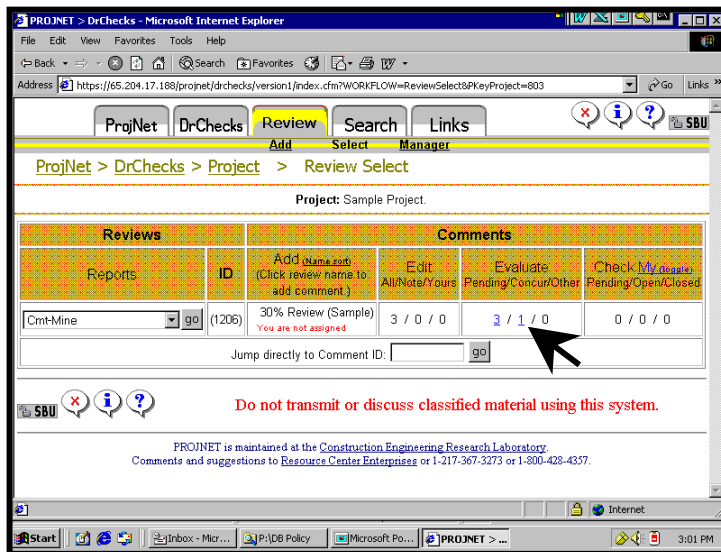


Note: Clicking on “Add Evaluation” submits the evaluation and returns to the next pending evaluation.



Editing/Deleting Evaluations

1. To edit or delete submitted evaluations, click on the appropriate link in the “Evaluate” column on the Review page. Revise the evaluation, and click “Update” or “Delete” as appropriate.

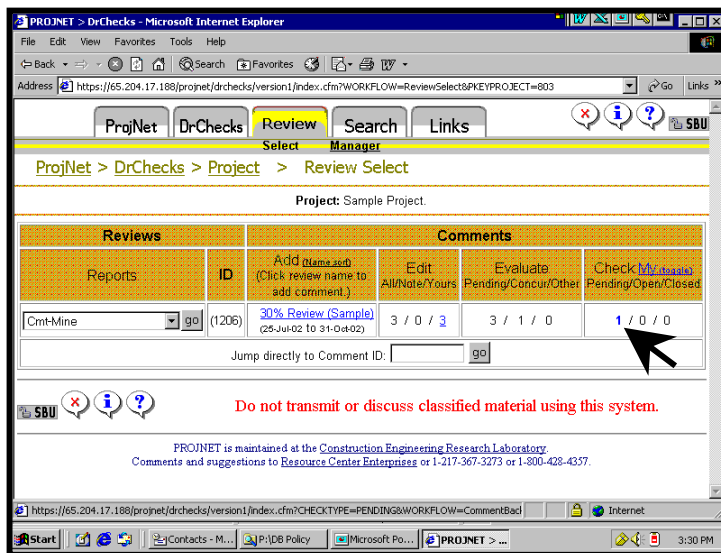


Note: Evaluations can only be edited or deleted by the original author, a review manager, or an administrator. Evaluations cannot be edited once the comment has been backchecked.

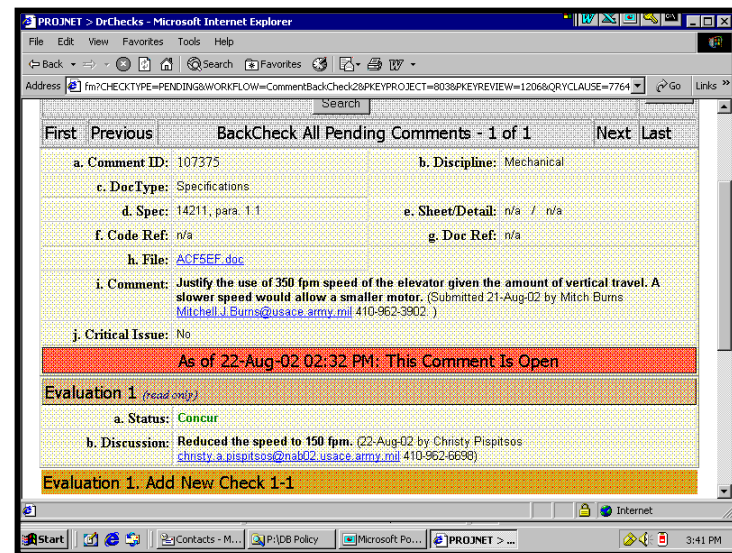


Backchecking Comments

1. From the Review page, click on the link in the “Check - Pending” column.
2. Review the submitted evaluation(s), including any attached reference files.



Note: If the numbers in the “Check” column aren’t highlighted, then the review may not have been opened for backcheck yet. Contact a Local Administrator for verification.

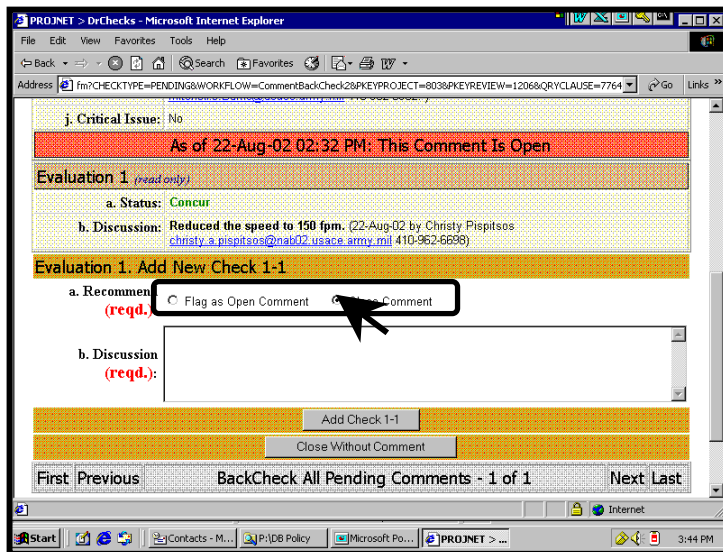


Note: For tips on viewing and searching comment, see the “Selecting Comments” section of this manual.

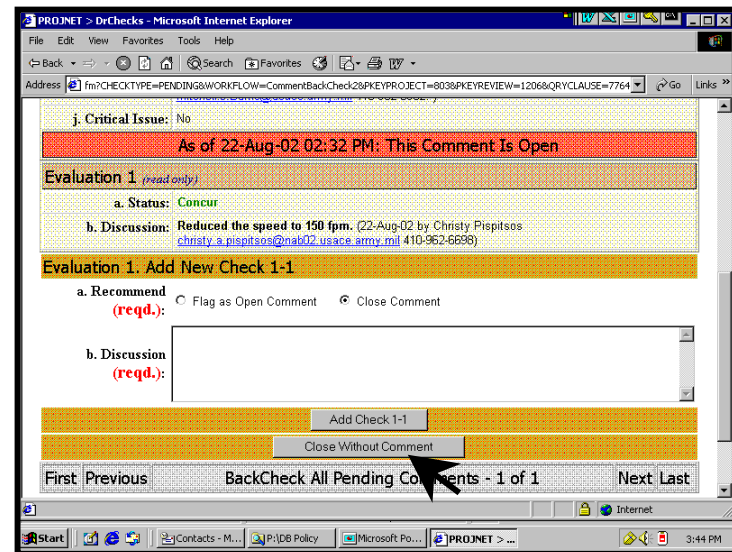


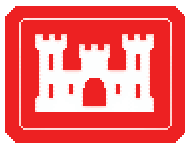
Backchecking Comments (continued)

3. Scroll to the “Add New Check” section.
Select “open” or “close” for the comment.



4. If the comment is to be closed, click on “Close Without Comment”.





Backchecking Comments (continued)

- If the comment is flagged open, provide an explanation in the “Discussion” field. Then submit the backcheck comment by clicking “Add Check”.

PROJNET > DrChecks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [fm?CHECKTYPE=PENDING&WORKFLOW=CommentBackCheck2&PKEYPROJECT=8038&PKEYREVIEW=12068&RYCLAUSE=7764](#)

j. Critical Issue: No

As of 22-Aug-02 02:32 PM: This Comment Is Open

Evaluation 1 (read only)

a. Status: Concur

b. Discussion: Reduced the speed to 150 fpm. (22-Aug-02 by Christy Pispitos
[christy.a.pispitos@nab02.usace.army.mil](#) 410-962-6698)

Evaluation 1. Add New Check 1-1

a. Recommend (reqd.): ☒ Flag as Open Comment ☐ Close Comment

b. Discussion (reqd.):

Motor size was not reduced.

Add Check 1-1

Close Without Comment

First Previous BackCheck All Pending Comments - 1 of 1 Next Last

PROJNET > DrChecks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [fm?CHECKTYPE=PENDING&WORKFLOW=CommentBackCheck2&PKEYPROJECT=8038&PKEYREVIEW=12068&RYCLAUSE=7764](#)

j. Critical Issue: No

As of 22-Aug-02 02:32 PM: This Comment Is Open

Evaluation 1 (read only)

a. Status: Concur

b. Discussion: Reduced the speed to 150 fpm. (22-Aug-02 by Christy Pispitos
[christy.a.pispitos@nab02.usace.army.mil](#) 410-962-6698)

Evaluation 1. Add New Check 1-1

a. Recommend (reqd.): ☒ Flag as Open Comment ☐ Close Comment

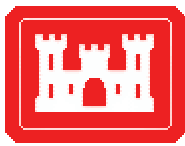
b. Discussion (reqd.):

Motor size was not reduced.

Add Check 1-1

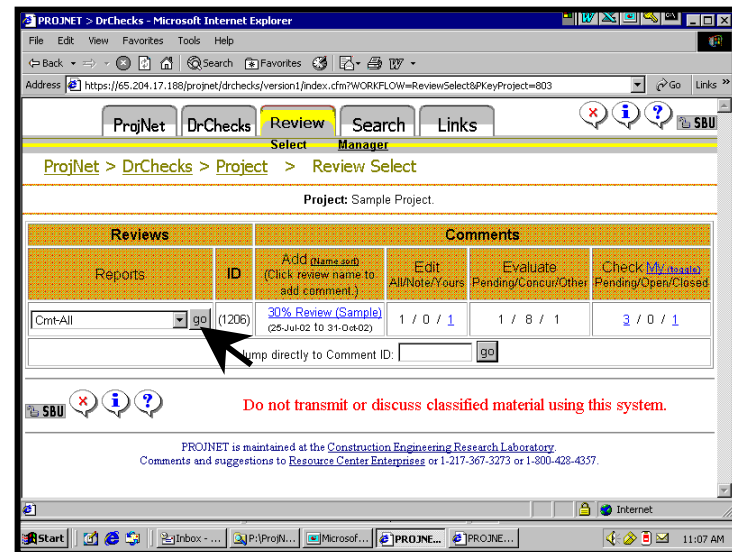
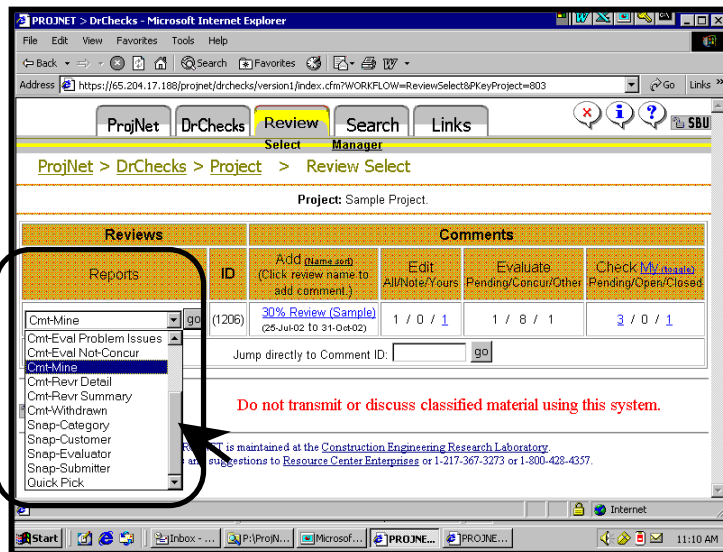
Close Without Comment

First Previous BackCheck All Pending Comments - 1 of 1 Next Last



Tracking Features

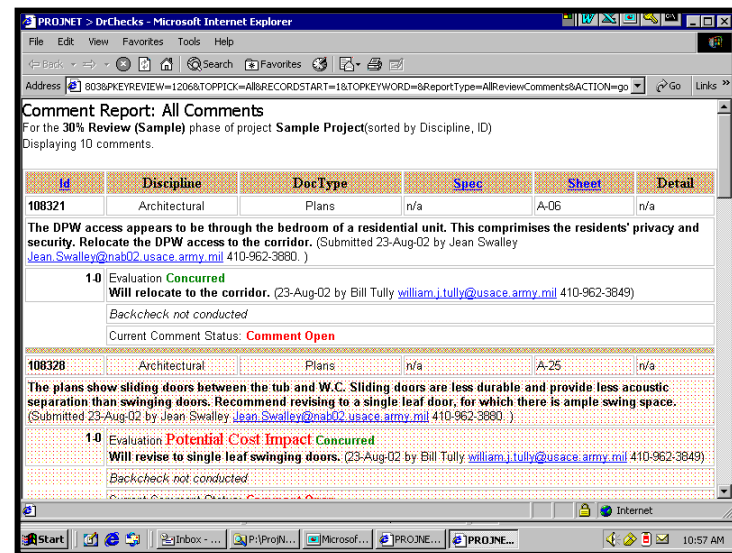
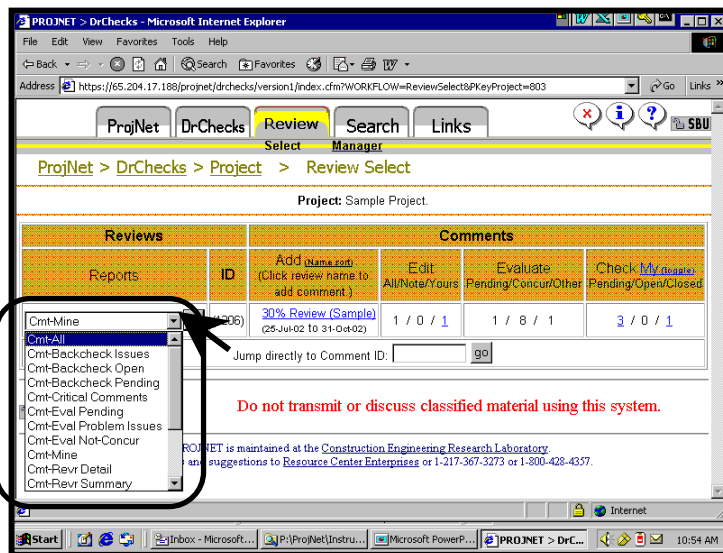
1. The pull-down menu in the “Reports” column lists a variety of report options.
2. Select the desired report option and click “Go”.

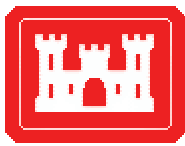




Tracking Features (continued)

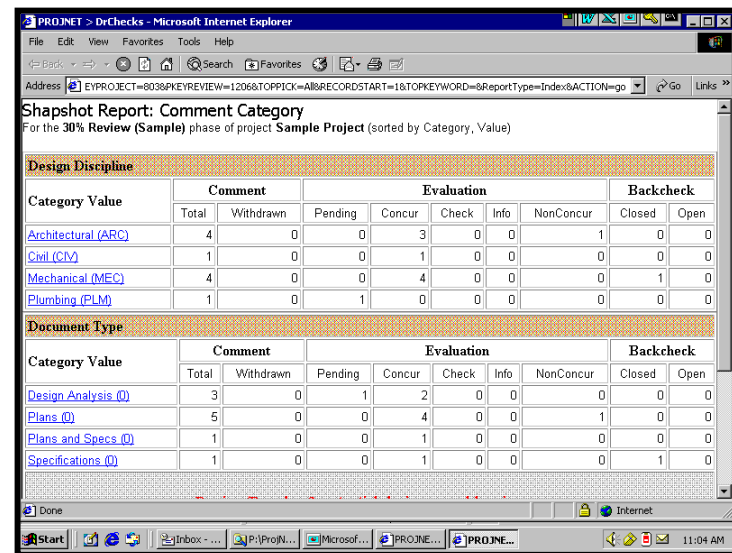
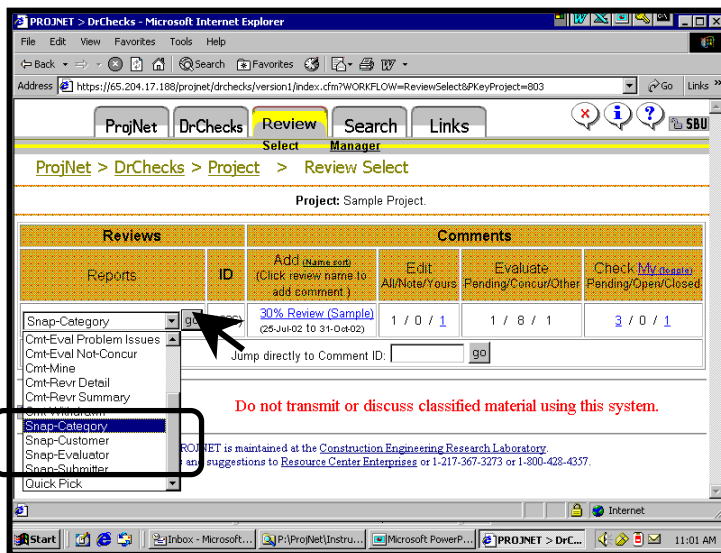
- For a list of the comments, including the full evaluation and backcheck history, use a “Cmt -” report. Comments can be reported by reviewer/evaluator, closure status, and priority.





Tracking Features (continued)

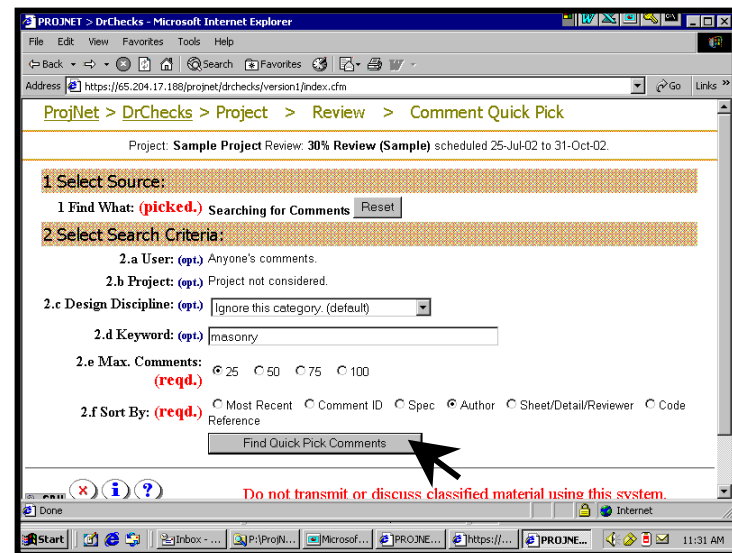
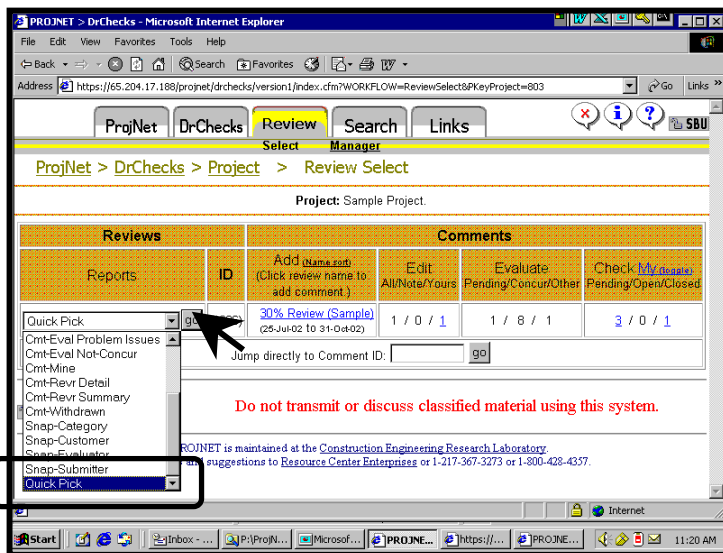
- For a summary of comments and evaluations, use a “Snap -” snapshot report. Comments can be summarized by category, reviewer/evaluator, and closure status.





Tracking Features (continued)

5. Use the “Quick Pick” feature to customize a comment report by project, discipline, author, and/or keyword. Complete the required information and click “Find Quick Pick Comments”.

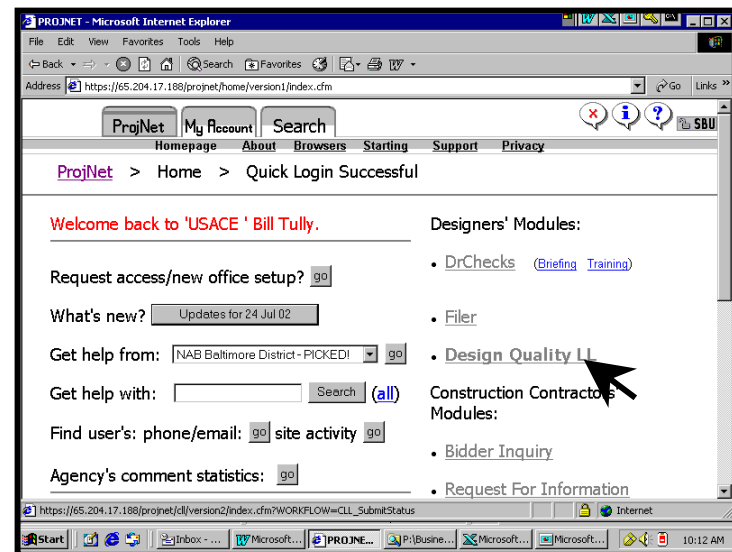




Design Quality Lessons Learned (DQLL) Overview

The Design Quality Lessons Learned (DQLL) System documents lesson learned from errors and omissions, success stories, and improved work practices. It can also be utilized to identify customer- or location-specific criteria.

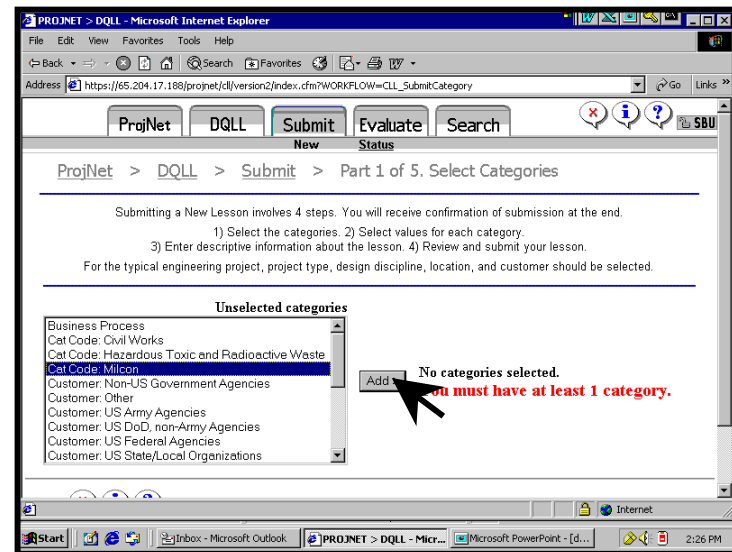
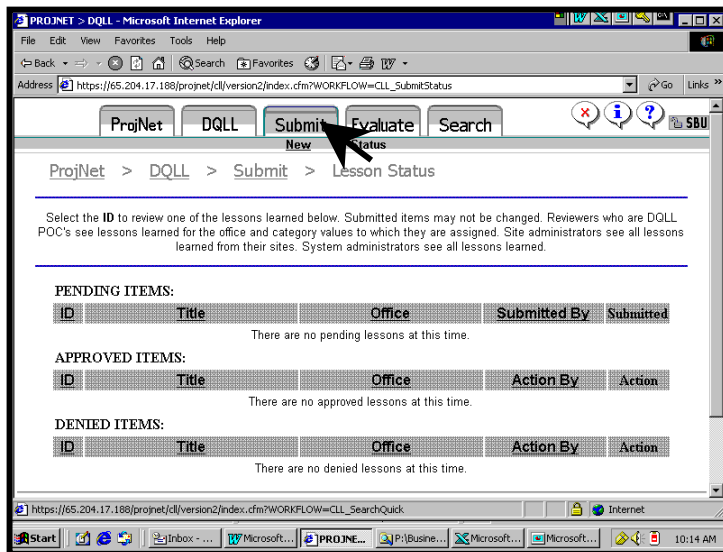
The DQLL System provides for the submittal, evaluation, and searching of lessons learned. To access the DQLL features, go to the main ProjNet page and select **Design Quality LL**.





Submitting Lessons Learned

1. Click on the “Submit” tab at the top of the screen.
2. Select the relevant categories one at a time, clicking on “Add” for each one.

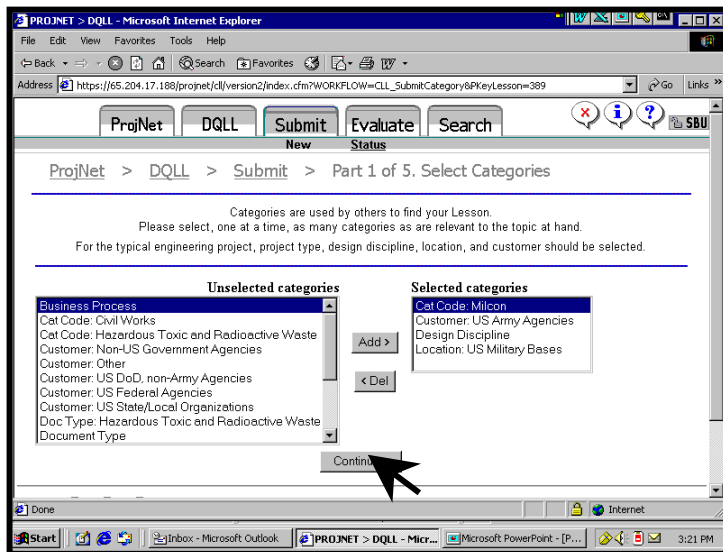


Note: The categories defined on this screen are the parameters by which a submitted lesson is identified for documentation and retrieval. Lessons are typically identified by Category Code, Design Discipline, Location, and Customer.

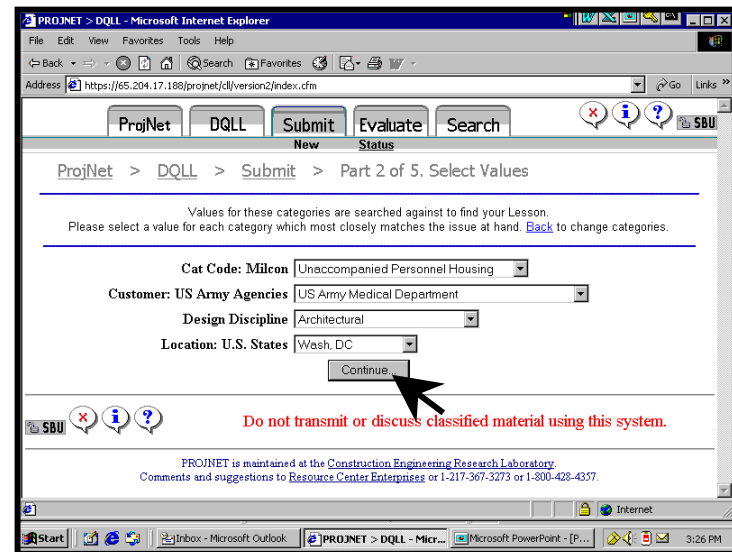


Submitting Lessons Learned (continued)

3. When the relevant categories have been selected, click on “Continue”.



4. Select the appropriate value for each category, and click on “Continue”.



Note: Select the values within each category that most closely match the proposed lesson. If you wish to revise the categories, return to the previous screen by clicking on the “Back” arrow.



Submitting Lessons Learned (continued)

5. Select relevant effects of the submitted lesson (optional); then scroll down.

ProjNet > DQLL > Submit > Part 3 of 5. Submit Lesson

Use the form below to describe your Lesson for the broadest possible understanding and reuse of the lesson. If you want to compose your problem and solution, use MS Word, then cut and paste into the text boxes. [Back](#) to change category values.

1. Categories:

Cat Code: Milcon: Unaccompanied Personnel Housing
Customer: US Army Agencies: US Army Medical Department
Design Discipline: Architectural
Location: U.S. States: Wash, DC

2. Effects:

Reason: (opt.) ☐ Error ☐ Omission ☒ Coordination
Topic: (opt.) ☐ Functional Design ☒ Technical Design ☐ Construction ☐ Operations
Effects: (opt.) ☐ Cost ☐ Time ☐ Quality ☒ Scope

3. Description:

Title: (reqd.)

6. Complete the lesson description section, including the proposed solution.

3. Description:

Title: (reqd.) Min. Cabinet Material Thickness. UEPH

Problem: (reqd.) For the built-in cabinets in the Day Rooms, 3/8" thick particle board was specified for cabinet ends. This thickness is not sufficient to withstand the typical use and abuse sustained by furniture/furnishings in Day Rooms for unaccompanied personnel.

Solution: (reqd.) Ensure that cabinetry in Day Rooms or other assembly areas in Unaccompanied Enlisted Personnel Housing is specified with a minimum of 5/8" thick particle board or other material at exposed ends.

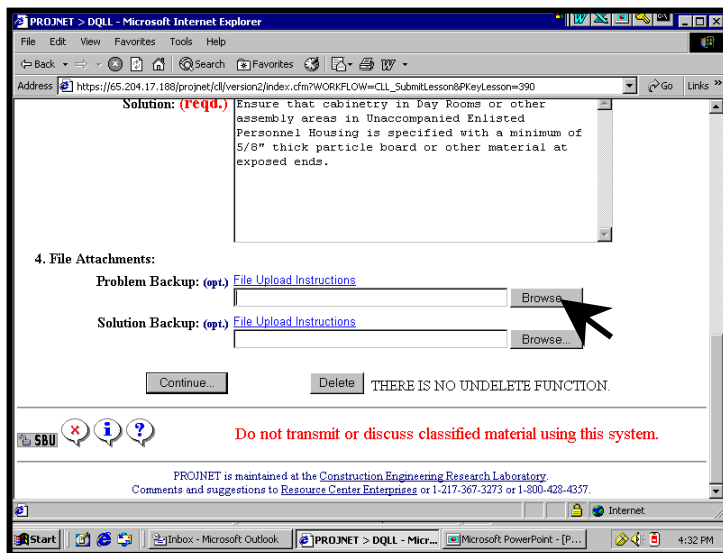
4. File Attachments:

Note: Use the Effects feature to describe the conditions and anticipated impacts of the submitted lesson.

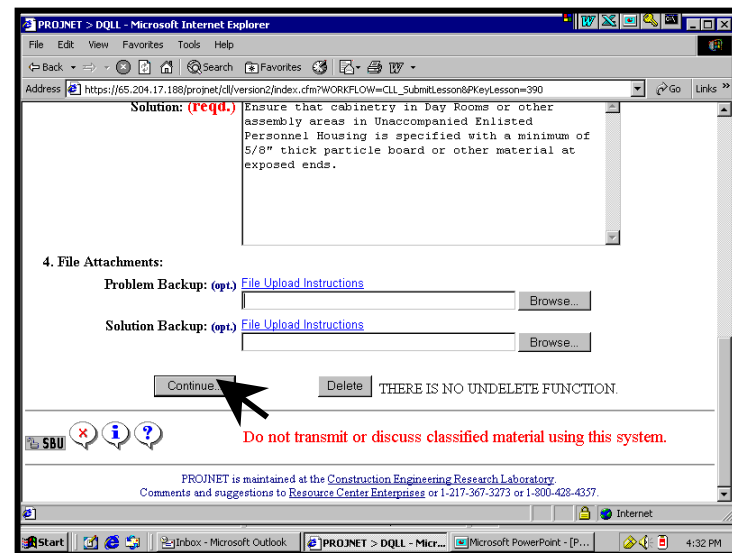


Submitting Lessons Learned (continued)

7. To attach reference files to the lesson, use the “Browse” feature



8. Click on “Continue” to submit the lesson for evaluation.

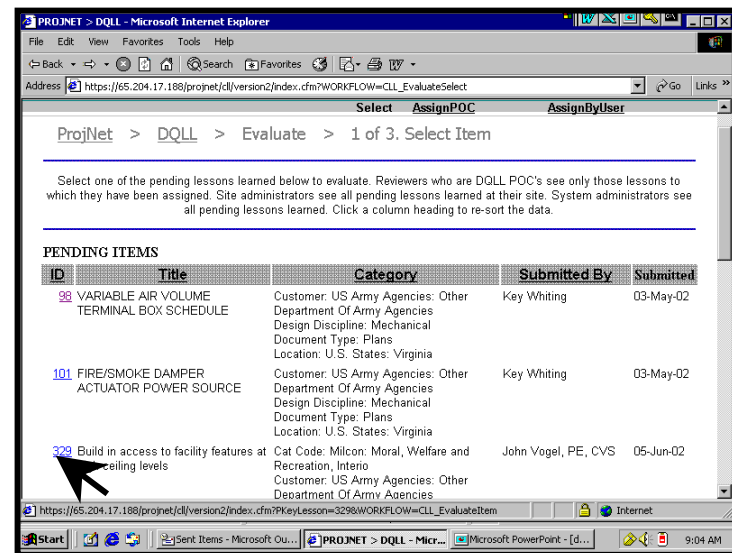
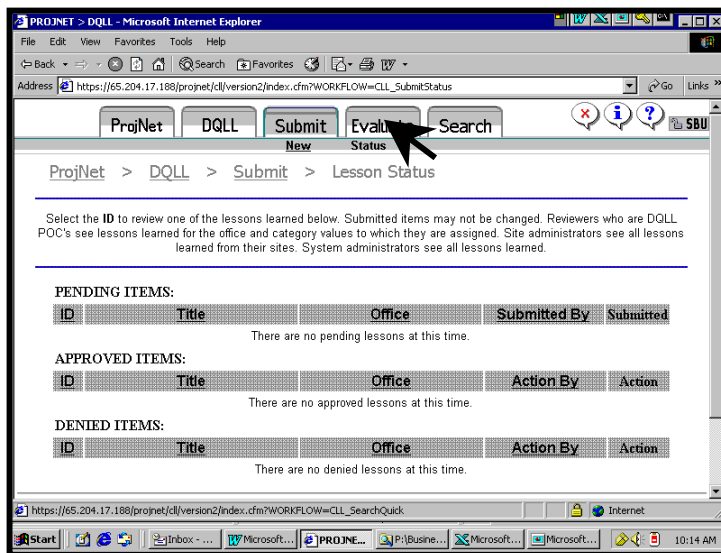


Note: Notification of pending lessons are automatically forwarded to designated technical representative in the district for review. Only lessons approved by these representatives are incorporated into the DQLL data base.



Evaluating Lessons Learned

1. Click on the “Evaluate” tab at the top of the screen.
2. Select the lesson to be evaluated.



Note: Points of Contact (POC's) have been designated for each discipline category to evaluate lessons. POC's are notified by e-mail when a lesson is submitted for their evaluation. POC's may also delegate the lesson evaluation to another reviewer.



Evaluating Lessons Learned (continued)

3. Review the proposed DQLL; then scroll down to the evaluation section.

Design Discipline: Electrical
Document Type: Request for Proposal (RFP)
Location: US Military Bases: Fort McNair, DC

2. Effects:

Reason: (opt.) ☐ Error ☐ Omission ☒ Coordination
Topic: (opt.) ☒ Functional Design ☐ Technical Design ☐ Construction ☐ Operations
Effects: (opt.) ☐ Cost ☐ Time ☐ Quality ☐ Scope

3. Description:

Lesson ID: 329
Title: (reqd.) Build in access to facility features at high ceiling levels
Problem: (reqd.) Access to elevated light bulbs in areas such as racquetball courts has proven problematic at other facilities. That difficulty should be avoided in this new facility.
Solution: (reqd.) Build access to these areas.

4. File Attachments:

Problem Backup: (opt.) (file not provided)
Solution Backup: (opt.) (file not provided)

Submitted by John Vogel, PE, CVS, (voice: 410-962-4408, email: john.k.vogel@usace.army.mil) on 05-Jun-02.

4. Indicate if the lesson is approved/denied, and provide comment. Click on “Submit”.

Submitted by John Vogel, PE, CVS, (voice: 410-962-4408, email: john.k.vogel@usace.army.mil) on 05-Jun-02.

5. Action Officer(s):

Alan Eidsmore | Architecture Section | alan.d.eidsmore@usace.army.mil | 410-962-6690

6. Evaluation:

☒ Approve
☐ Deny
☐ Comment only

Please review and comment.
Assign to S. Dean Broek by Jean Swalley on 03-Jul-02

Please review and evaluate.
Assign to Alan Eidsmore by Jean Swalley on 17-Jul-02

Action Comments: (reqd.)

Access to lighting in game courts and other high-ceiling areas shall be provided.

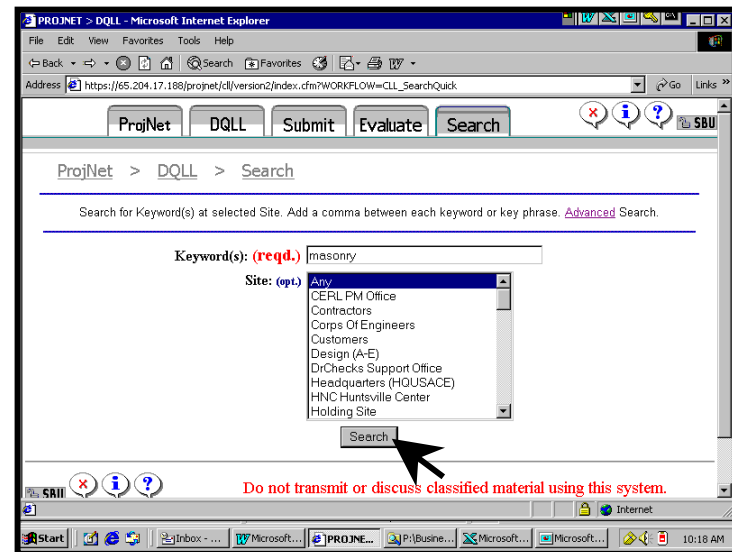
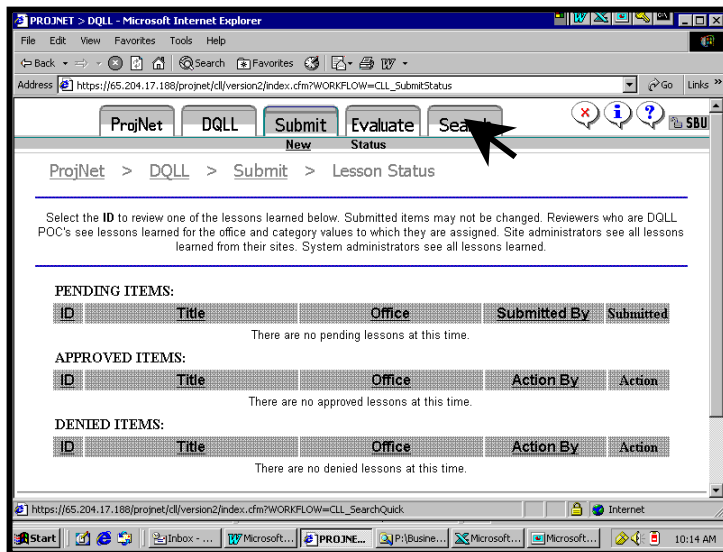
Submit

Note: A copy of the completed evaluation is automatically forwarded to the submitter of the lesson.



Searching Lessons Learned

1. Click on the “Search” tab at the top of the screen.
2. Enter a keyword, select the desired site, and click on “Search”.

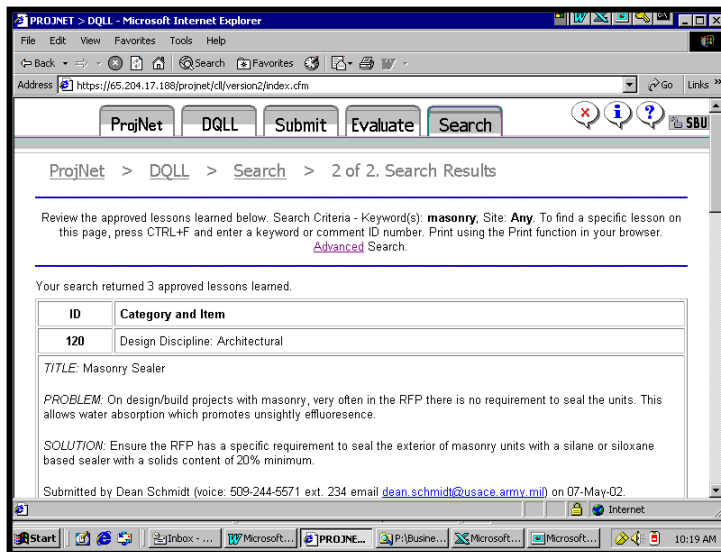


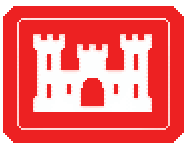
Note: Select the “Any” site to search all approved lessons learned throughout USACE. For a district-, customer-, or location-specific search, choose an alternate site from the list as appropriate.



Searching Lessons Learned (continued)

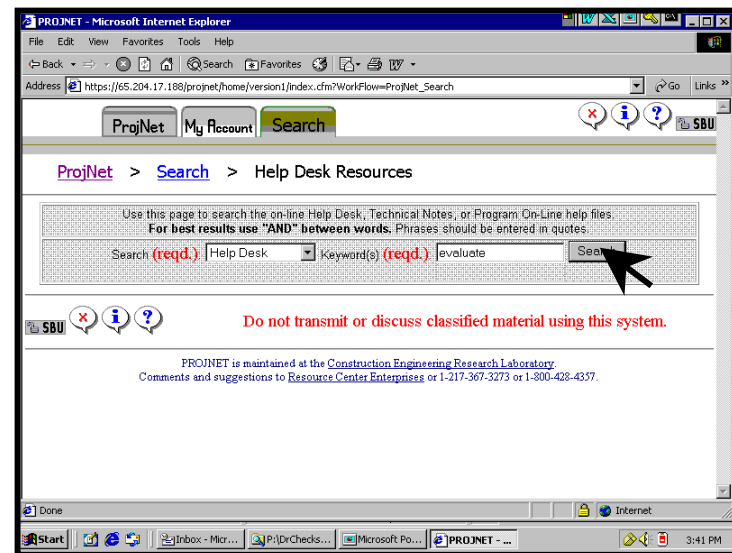
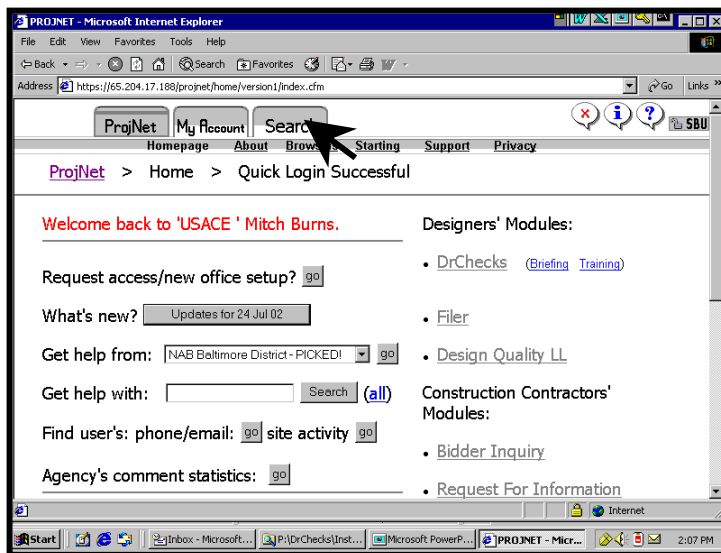
3. DQLL using the selected search criteria are displayed.





Getting Help

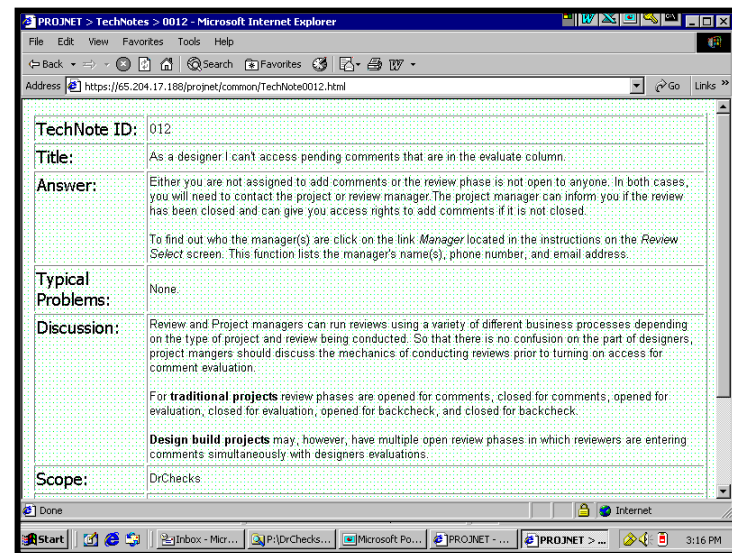
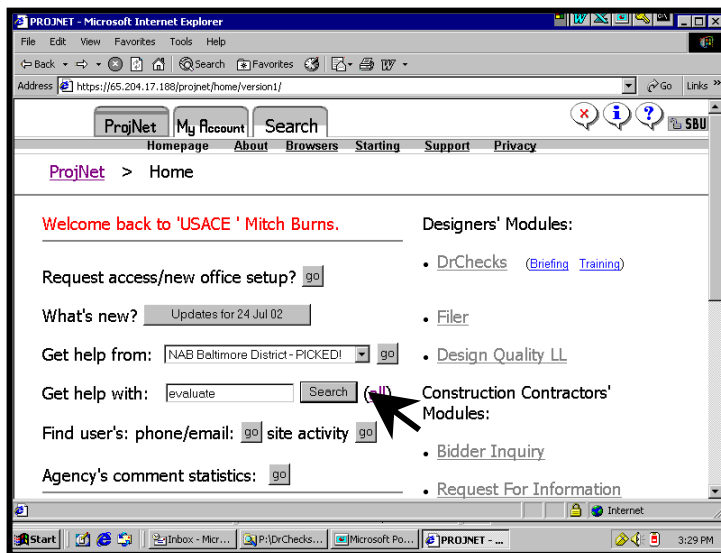
1. To search the site's technical notes and help desk topics, select the "Search" tab. On the next screen, select the help format and keyword, and click "Search".





Getting Help (continued)

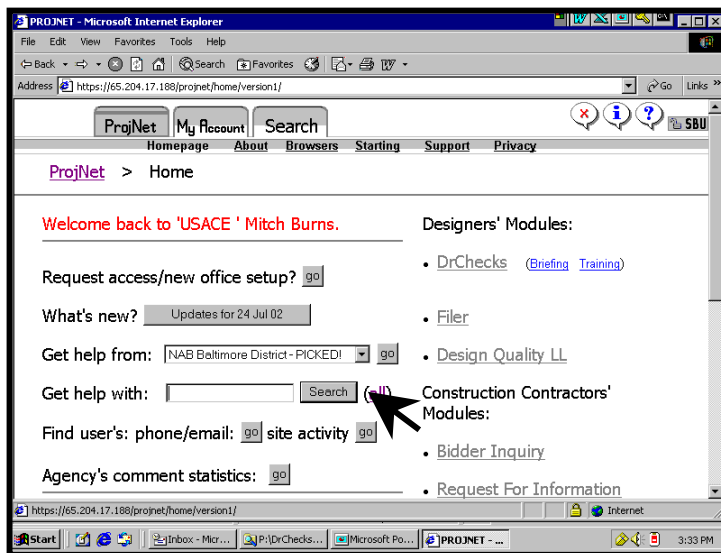
- You can also use “Get help with:” to search the site. Enter a keyword and click “Go”. Help desk notes that include the keyword in the body of the text will be displayed.

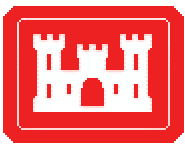




Getting Help (continued)

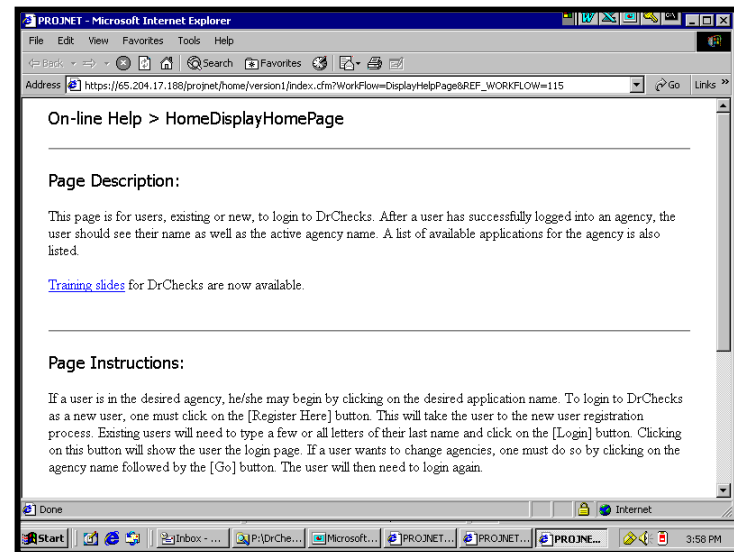
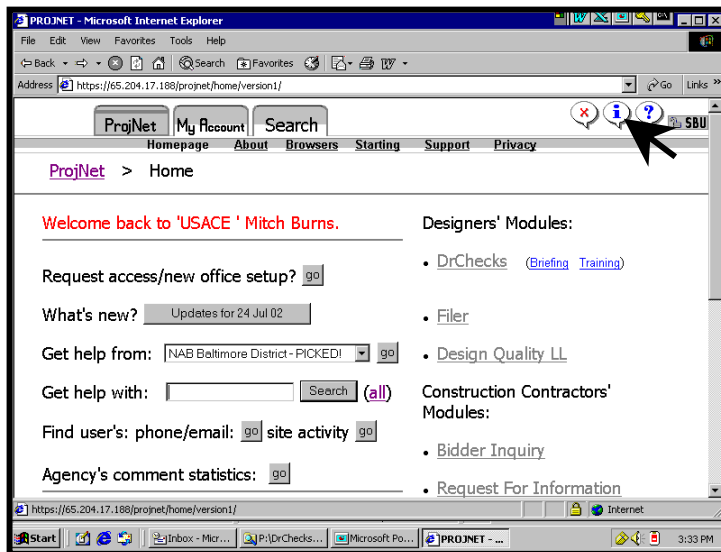
- To browse through the complete list of technical notes and help desk topics, click “All”.





Getting Help (continued)

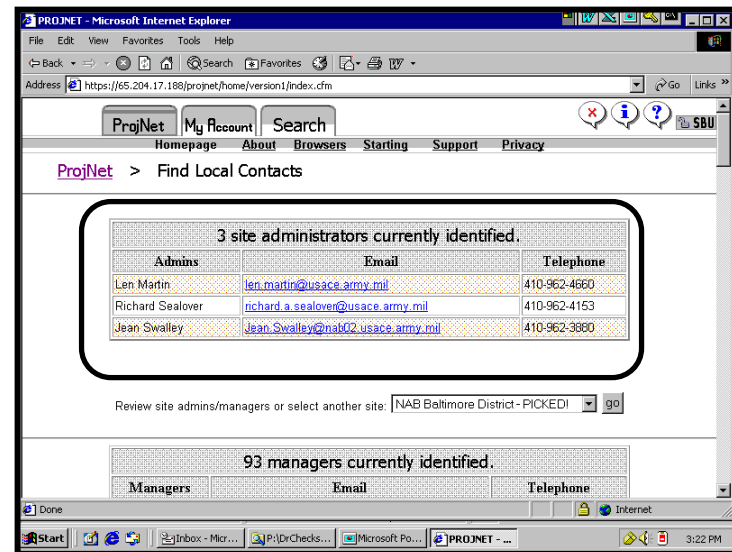
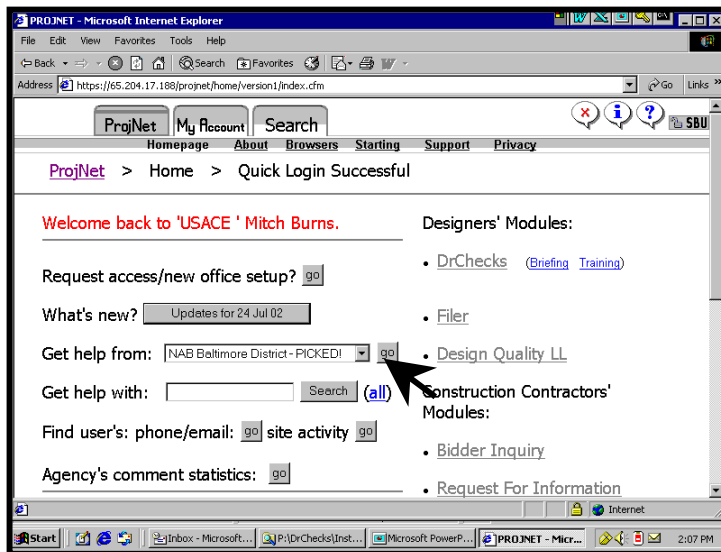
4. For online information, click on the “*i*” link that appears in the upper right corner of each screen. Online help, including a page description and instructions, will be displayed.





Getting Help (continued)

5. If you need further assistance, contact a Baltimore District administrator or manager through the “Get help from:” feature. Select “NAB Baltimore District” and click “Go” to display contacts.



Note: You may also contact a Site Administrator at the ProjNet Help Desk at (217) 367-3273 or (800) 428-4357 Monday through Friday, 8 a.m.-5 p.m. central time.



Frequently Asked Questions (FAQ)

Do I have to use DrChecks for my design reviews?

The use of DrChecks is mandatory for projects developed by the U.S. Army Corps of Engineers (USACE).

Why am I getting “Script Error” messages when I log into ProjNet?

ProjNet is designed to work with Internet Explorer Version 5.0 or later. If you are using earlier versions, or are using Netscape browsers, you will receive “Script Error” messages. You may disregard these messages and click “yes” to continue. To install free Internet Explorer Version 5.0 software, go to <http://www.microsoft.com/ie>.



Frequently Asked Questions (FAQ)

Why is ProjNet running so slow?

Several factors contribute to the speed of the ProjNet system, including server speed, internet traffic, and the number of ProjNet users/actions at the time. In general, east coast users will find the system to be slower in the afternoon, and should plan accordingly. To determine whether the internet traffic is causing the problem, click on the [Internet Traffic Report](#) link on the ProjNet homepage to check the current status for the Chicago router.

When I go to my DrChecks Projects page, why don't I have any projects listed?

Projects will appear on your project list only once you have been assigned access to the project reviews by an administrator or project manager. If you need access to a project that doesn't appear on your list, contact a Local Administrator.

In the "Add" column is the statement "closed for comment entry/edit". Can I still submit comments?

The review has been closed to new comments. If you wish to submit late entries, contact the Project Manager or Design Team Leader to discuss.



Frequently Asked Questions (FAQ) (continued)

Why aren't the numbers in the Comments columns on the Review page highlighted?

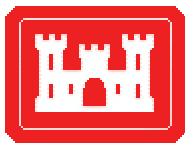
The review phase may have been deactivated. For example, the number links in the "Add" column are deactivated when no new comments are being accepted. You may also not be assigned to that particular review function. For example, if the number in the "Evaluate - Pending" column isn't highlighted, then you are not currently assigned as an evaluator on the review. If you need assistance, contact a Local Administrator.

What do I do about comments that are incorrectly assigned to my discipline for evaluation?

If a comment discipline has been assigned incorrectly, contact a Local Administrator to reassign the comment.

Can I backcheck someone else's comments?

Yes. In the "Check" column on the Review page, click on the blue highlighted word "My" to change it to "All". The number link in this column now reflects all of the comments to be backchecked. Click on the pending backcheck link and use the search features described in the "Selecting Comments" section of this manual to locate the specific comments for backchecking.



Frequently Asked Questions (FAQ) (continued)

How can I print the review comments?

You can print directly from the DrChecks reports screens. See “Tracking Features” for a summary of report generation.

How can I archive review comments and other documentation for my project records?

Print comments or other documentation to a .PDF file and save it with your project files. (You will need the Full version of Adobe Acrobat.)

How can I request program changes for the next version of ProjNet?

Use the “?” link in the upper right corner of the screen to go to the help submittal form.